ICES

INTERNATIONAL CONVENTION AND EVENT SERVICES

Dear 2014 Honolulu Marathon Expo Exhibitors,

It is a great pleasure to have been selected as your Official Service Contractor once again. We will make every effort to make this a successful event for you.

Attached is the Exhibitors Service Kit for services you may require for your booth. Should you have any questions regarding services within your booth, please don't hesitate to contact us. Your Account Executives will be Tanya. You may contact us via the following:

Main Office #808-832-2430
Office Fax #808-832-2431
Email: ices@iceshawaii.com

Or

Tanya Lasconia, Senior Account Executive/Supervisor
Direct Office #808-832-2440
Office Fax #808-832-2431
Email: tanyal@iceshawaii.com

We look forward to serving you.

Sincerely,

ICES *Management*

ICES
1004 MAKEPONO ST
HONOLULU, HI 96819
PHONE (808) 832-2430 * FAX (808) 832-2431

Advance Order Deadline: NOV. 21, 2014

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2014 HONOLULU MARATHON EXPO

HAWAII CONVENTION CENTER
DECEMBER 10 - 13, 2014

SERVICE CONTRACTOR

ICES
1004 MAKEPONO ST
HONOLULU, HI 96819
PHONE (808) 832-2430 * FAX (808) 832-2431

SHOW INFORMATION

8' High Backwall Drape:	RED OR TEAL (ALTERNATING BY ROWS - 1ST ROW ALL TEAL - 2ND ROW ALL RED)
3' High Sidewall Drape:	RED OR TEAL (ALTERNATING BY ROWS - 1ST ROW ALL TEAL - 2ND ROW ALL RED)
Aisle Carpet Color:	GRAY

BOOTH PACKAGE:

Standard Booth Size: 10' Wide x 10' Deep
(1) 6' Skirted Table
(2) Chairs
(1) Wastebasket w/Liner
(1) ID Sign (7" x 44") provided automatically

IMPORTANT DATES: *(Be sure to check all order forms for additional deadlines)*

FRIDAY	21-Nov	Discount Deadline for orders received with payment	
WEDNESDAY	19-Nov	Advance Shipments may begin arriving at ICES Warehouse	
THURSDAY	4-Dec	Last Day for Advance Shipments to arrive at ICES Warehouse without surcharges	
MONDAY	8-Dec	First Day for Direct Shipments to arrive at Show Site between 12:00 PM - 5:00 PM	
TUESDAY	9-Dec	Last Day for Direct Shipments to arrive at Show Site between 9:00 AM - 5:00 PM	
MONDAY	8-Dec	Exhibitor Move-in	12:00 PM - 6:00 PM &
TUESDAY	9-Dec		8:00 AM - 6:00 PM
WEDNESDAY	10-Dec	Show Hours	10:00 AM - 6:00 PM
THURSDAY	11-Dec		9:00 AM - 6:00 PM
FRIDAY	12-Dec		9:00 AM - 7:00 PM
SATURDAY	13-Dec		9:00 AM - 5:00 PM
SATURDAY	13-Dec	Exhibitor Move-out	5:30 PM - 9:00 PM
SUNDAY	14-Dec		8:00 AM - 4:00 PM
SUNDAY	14-Dec	Carriers (Trucking Companies) must be checked in by 3:00 PM	
SUNDAY	14-Dec	All exhibitor materials must be removed by 4:00 PM. *If your freight remains on the exhibit floor at this time it will be going out via ICES Carrier at your expense. If you require assistance with your outbound shipment(s), please visit the ICES Service Desk during the Service Desk Hours & not during dismantle.*	

SHIPPING INFORMATION:

Advance Shipments to Warehouse	ICES 1004 Makepono St Honolulu, HI 96819	Shipments may arrive on or before: Thursday, December 4 by 3:00 PM (HST)
Direct Shipments to Exhibit Site:	c/o **ICES** Hawaii Convention Center 1801 Kalakaua Avenue Honolulu, HI 96815	Shipments will be accepted beginning: Monday, December 8 between 12:00 PM - 5:00 PM Tuesday, December 9 between 9:00 AM - 5:00 PM

ICES Service Desk:

ICES is here to take care of your on-site needs. All contractors and production personnel will be available, along with any services you might require such as Furniture, Cleaning Service, Material Handling to name a few.

2014 HONOLULU MARATHON EXPO
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Dear Exhibitor,

We are pleased Show Management has selected ICES as your Official Service Contractor. Our objective is to make your exhibit a success.

ICES equipment is property of ICES. We would greatly appreciate it if you do not staple, tape or modify our rental equipment in any way. (Ex: Drapes, Tables, Hardware, etc…) Unfortunately, if we do find our equipment damaged or altered in your booth at this event, you will be charged a replacement charge besides the rental charge.

DISCOUNTED PRICES

Please take some time and read through the packet carefully. It contains information on rates & services provided by ICES. It is very important you process and place your order before **FRIDAY, NOV. 21, 2014** (top right hand corner of each order form page), to take advantage of the discounted prices. WE DO NOT ACCEPT PHONE ORDERS. All orders must be placed by mail or fax. The deadline date for advance prices is as noted on the top of each order form. All late orders are subject to an increase of the advance prices.

PAYMENT:

ICES requires payment in full at the time the services are ordered. Payment can be made by credit card (Visa, MasterCard, Discover Card or AMEX), as well as wire transfers ($ 25.00 service fee will be added to your total for each wire transaction), a U.S. Bank check and cash. We require that you provide a credit card authorization with your initial order. This may be used in the event additional services are required which are not covered with your advanced order payment. A $ 25.00 handling charge will be assessed for any checks returned by your bank due to insufficient funds.

TRANSPORATION:

For those requiring transportation, ICES suggests the following companies who will be able to assist you in meeting your needs. Please note: container dimensions are:

88" width x 88" height x 39-1/2' deep or 88" width x 102" height x 44-1/2' deep

AIR FREIGHT:

NANIQ GLOBAL LOGISTICS	**PHONE (808) 292-9820**

INLAND TRUCKING & OCEAN:

ESTES TRUCKING	**PHONE (800) 541-1670 X 2561**
HAWAIIAN EXPRESS SERVICE INC	**PHONE (808) 847-2665**

ICES will also have staff members on site at the **ICES** Service Desk during exhibitor set-up & throughout the show to assist you.

We look forward to working with you. **MAHALO!**

SHOW INFORMATION (PAGE 2)

ICES

(International Convention & Event Services)

2014 HONOLULU MARATHON EXPO
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As your Trade Show partners, our goal is to provide you with hassle-free service so that you can enjoy your show. Even if you use an Exhibitor Appointed Contractor (EAC), you should have a basic understanding of the Exhibitor Service Manual's contents and information.

By following the information provided below, you will have a charmingly smooth trade show experience!

Ordering Trade Show Services

√ Always include your complete customer information on each order form including address with zip code, phone and fax, email address, contact name, and most importantly, booth number (if available). If you have multiple booth locations, please complete individual order forms for each location (booth, meeting rooms, etc.).

√ Ensure that all credit card information is complete and correct including the expiration date & cvv #.

√ When ordering carpet, draped tables or counters remember to select the colors you desire.

√ Please make sure that the size of carpet ordered is approriate for your booth space (e.g.: DO NOT order a 9' x 20' carpet for a 10' x 10' booth).

√ Always keep the total square footage of your booth in mind when ordering decorating items. DON'T order more than will comfortably fit and still allow you to do business.

Inbound - Move In

√ Confirm your furnishing orders with ICES. You should receive a confirmation of your order within 3 - 5 days of placement.

√ Confirm target dates with ICES and communicate them to your carrier. Refer to the Special Handling section on the Material Handling Information Sheet to ensure you do not incur special handling charges.

√ Keep phone number of your carrier with you, including weekend contacts.

√ Have your hotel information avaialble, including phone number, address, etc.

√ After emptying crates, place "EMPTY" labels on all sides of your crates and cases. Remember to remove old "EMPTY" labels.

Show Site

√ Put together a trade show survival kit to include in your freight or carry with you, including:

- Small Tool Kit
- Staples, Scissors, Tape
- Pens & Markers for Labels
- First Aid Kit
- Bottled Water

Outbound - Move Out

√ Keep in mind, the return of empty containers can take from 2 to 12 hours (depending upon the size of the show), so coordinate your outbound flight to accommodate this.

TRADE SHOW TIPS

* 1004 Makepono Street * Honolulu, HI 96819 * Phone (808) 832-2430 * Fax (808) 832-2431 *

2014 HONOLULU MARATHON EXPO
HAWAII CONVENTION CENTER
DECEMBER 10 - 13, 2014

RETURN TO: ICES
1004 MAKEPONO STREET
HONOLULU, HI 96819
PH (808) 832- 2430 * FAX (808) 832-2431

Advance Order Deadline: NOV. 21, 2014

PAYMENT & CALCULATION FORM

Tables & Accessories	$
Custom Exhibit Rental	$
Carpeting	$
Booth Cleaning Service	$
Electrical	$
Electrical Labor	$
Installation / Dismantle Labor	$
Forklift Service	$
Signs & Graphics	$
Tripod Banner Frame	$
Plants & Floral	$
Freight Handling	$
TOTAL AMT. DUE:	$

Please complete order forms and calculation sheet and return with payment in full. ***ICES*** ***requires your credit card authorization to be on file with us.*** *For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all ICES, or any charges which ICES may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:*

METHOD OF PAYMENT: Accepted Credit Cards: VISA MASTERCARD AMEX DISCOVER

Check #	Credit Card #	Exp. Date	C V V # (3-4 digit code)

Name of Cardholder:	Signature:

CARDHOLDER'S BILLING ADDRESS INFORMATION:

COMPANY NAME			
STREET ADDRESS	CITY	STATE	ZIP CODE

PHONE NUMBER	EXTENSION	FAX NUMBER	EMAIL ADDRESS

SHOW REPRESENTATIVE'S INFORMATION:

COMPANY NAME			BOOTH NUMBER
STREET ADDRESS	CITY	STATE	ZIP CODE

PHONE NUMBER	EXTENSION	FAX NUMBER	EMAIL ADDRESS

AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT-PLEASE PRINT	DATE

This order is accepted with the understanding that fire, strikes, transportation problems, or any other mitigating factor out of ICES's control will release ICES from any legal obligation of performance. A finance charge of 1.5% per month (18% annum) applies to any balance due not paid within thirty (30) days of invoice date. All orders are governed by ICES Payment Policy and the Limits of Liability & Responsibility.

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RETURN TO: ICES
1004 MAKEPONO STREET
HONOLULU, HI 96819
PH (808) 832-2430 * FAX (808) 832-2431
Advance Order Deadline: NOV. 21, 2014

THIRD PARTY BILLING REQUEST FORM

EXHIBITING FIRM'S INFORMATION:

COMPANY NAME			BOOTH NUMBER
STREET ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER	EXTENSION	FAX NUMBER	
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT-PLEASE PRINT		DATE

You may arrange for a third party to handle your display and be billed for services. ICES will agree to this agreement if the third party has a satisfactory payment record with us. **BOTH** firms must complete this form, and the **THIRD PARTY** must complete the credit card charge authorization on the Payment & Calucation Form. Return both forms by the deadline date.

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third does not pay the invoice before the last day of the show, charges will revert to you, the exhibiting firm. All invoices are due and payment upon receipt.

THIRD PARTY FIRM'S INFORMATION:

COMPANY NAME			
STREET ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER	EXTENSION	FAX NUMBER	
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT-PLEASE PRINT		DATE

METHOD OF PAYMENT:

Accepted Credit Cards: VISA MASTERCARD AMEX DISCOVER

Check #	Credit Card #	Expiration Date	C V V # (3-4 digit code)
Name of Cardholder:	Signature:		

CARDHOLDER'S BILLING ADDRESS INFORMATION:

COMPANY NAME			
STREET ADDRESS	CITY	STATE	ZIP CODE

This order is accepted with the understanding that fire, strikes, transportation problems, or any other mitigating factor out of ICES's control will release ICES from any legal obligation of performance. A finance charge of 1.5% per month (18% annum) applies to any balance due not paid within thirty (30) days of invoice date. All orders are governed by ICES Payment Policy and the Limits of Liability & Responsibility.

ICES

(International Convention & Event Services)

2014 HONOLULU MARATHON EXPO
HAWAII CONVENTION CENTER
DECEMBER 10 - 13, 2014

PAYMENT TERMS & CONDITION

1.) Full payment is due with all service orders. Credit Card Pre-authorization for on-site charges, labor and materials is required when placing an order. Acceptable forms of payment are: company check (drawn on a (U.S. Bank) payable to **ICES** and accepted credit cards (Visa, Mastercard, Discover & AMEX).

2.) Service orders will not be processed without payment unless prior arrangements were made with the **ICES** Account Executive handling this event. All orders must include a valid credit card number even though payment will be made with check.

3.) Exhibitors with outstanding balances from prior events must submit payments, otherwise services will not be provided.

4.) Advance rates will be applicable to service orders received by advance order deadline date shown on each order form. Order forms received after the advance order deadline date will be charged at floor rate.

5.) **ICES** will not be responsible for any orders not received due to transmittal problems.

6.) Third party billing is available upon request. Please contact ICES at (808) 832-2430 or email us at: ices@iceshawaii.com.

7.) All balances remaining after the close of the show will be charged to the credit card provided on the payment form. Should the credit card provided be invalid, a company check must be sent immediately for total amount due. Interest will be charged & collected on all past due balances.

8.) A $25.00 handling charge will be assessed for returned checks due to insufficient funds.

9.) Credit or refund will not be given for services cancelled after the advance order deadline, installed or not used.

10.) Claims regarding all services provided by **ICES** will not be considered unless filed by exhibitor prior to close of show.

11.) Refunds of overpayment will be issued by submitting request to **ICES** via fax (808) 832-2431 or email at: ices@iceshawaii.com within thirty (30) days of the close of final invoice.

12.) For unpaid balances on pre-approved invoices, terms will be net due and payable upon receipt of invoice. Effective after thirty (30) days after invoice date, unpaid balance will bear a finance charge of 1.5% per month.

13.) International exhibitors are required to pre-pay all services ordered.

14.) State of Hawaii charges excise tax & **not** sales tax.

ICES

(International Convention & Event Services)

2014 HONOLULU MARATHON EXPO

HAWAII CONVENTION CENTER

DECEMBER 10 - 13, 2014

Safety is very important for everyone working in the exhibit hall - especially you!

ICES is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of a **ICES** supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Below you will find a list of Loss Prevention Guidelines that we request you follow while at show site. These Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees and other exhibitors.

EXHIBITOR LOSS PREVENTION GUIDESLINES AT SHOW SITE

* Exhibitors should treat the show areas during move-in and move-out as they would a construction site, when work is on-going. Wearing of appropriate attire includes footwear with hard soles that protects against potential injuries from site debris, and limits potential for slip and falls. Heels, flip flops and open-toed shoes are inappropriate and violate safety standard.

* Smoking is prohibited except in designated areas. Please be sure all cigarettes are fully estinguished.

* Standing on chairs, tables and other furniture is **PROHIBITED**. The furniture is not designated to support your standing weight. Please use a ladder or ask an **ICES** personnel for assistance.

* **ICES** forklifts and carts are to be used by authorized **ICES** personnel only. Please do not operate this equipment. Bicycles, skateboards, skates, etc. prohibited on the show floor unless approved by the facility in advance. If you are authorized to use your own cart, please be sure to register it with the facility. They should also provide you with a "safe operating" procedure. If they do not, a ICES representative at the Exhibitor Service Desk can provide it to you.

* Be aware of the forklifts moving throughout the aisles and docks. Please stay clear of them, especially when they are carrying a crate of load. Keep the aisles free and open at all times. Please utilize your booth space to store and work in whle preparing your booth.

* Never run in the exhibit hall. Please walk. Watch your step in the aisles and stay away from the loading docks.

* Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Notify an ICES supervisor if you need assistance repairing or removing a damaged cord. Do not overheat outlets or plugs.

* Please keep fire exits clear. Report any fires immediately or pull the nearest fire alarm.

* If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.

* Use good housekeeping. Dispose of waste properly and keep materials stacked securely.

* Keep aisles free and clear of any and all debris.

* Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.

* Notify an ICES representative of any safety issues or concerns.

SAFETY FIRST!

*1004 Makepono Street * Honolulu, HI 96819 * Phone (808) 832-2430 * Fax (808) 832-2431

ICES

(INTERNATIONAL CONVENTION & EVENT SERVICES)

FOR ALL HAWAII CONVENTION SITES

2014 HONOLULU MARATHON EXPO

HAWAII CONVENTION CENTER
DECEMBER 10 - 13, 2014

1.) ALL MATERIALS USED IN CONSTRUCTION AND DECORATION OF AN EXHIBIT MUST BE FLAME RETARDANT. Fabrics must be certified as flame retardant or a sample must be available for testing. Materials, which cannot be treated to meet the requirements, may not be used.

2.) ALL EXITS AND EXIT AISLES MUST BE KEPT CLEAR AND UNOBSTRUCTED. No furniture, signs, easels, chairs or displays may protrude into aisles.

3.) DESIGNATED "NO FREIGHT" AISLES MUST BE MAINTAINED CLEAR OF CRATES AND EXHIBIT MATERIALS DURING MOVE-IN AND MOVE-OUT. These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.

4.) ALL FIRE HOSE RACKS, FIRE EXTINGUISHERS AND EMERGENCY EXITS MUST BE VISIBLE AND ACCESSIBLE AT ALL TIMES. This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes nor obscured from view by exhibit components.

5.) VEHICLES ON DISPLAY MUST HAVE FUEL FILLER CAPS LOCKED OR SEALED TO PREVENT ESCAPE OF VAPORS AND TO AVOID TAMPERING. Batteries must be disconnected. Auxiliary batteries not connected to engine start system may be left connected. External chargers are recommended for demonstration purposes.

6.) COMBUSTIBLE MATERIALS MUST NOT BE STORED BENEATH DISPLAY VEHICLES. Space beneath vehicles must be clear and visible except for permitted electrical supplies.

7.) VEHICLES IN BUILDING FOR UNLOADING MUST NOT BE LEFT WITH ENGINE IDLING. Exhaust gases present extreme hazards to workers. If the engine cannot be shut down, vehicle must be removed from the building as quickly as possible.

8.) COMPRESSED AIR CYLINDERS, INCLUDING LPG, ARE PROHIBITED UNLESS APPROVED BY FIRE SAFETY OFFICE. Flammable gases, i.e.: butane, propane, natural gases, etal; are subject to prior approval. Non-flammable compressed gas cylinders must be secured in an upright position with gauges and regulator protected against physical damage.

9.) ALL 100 VOLT EXTENSION CORDS SHALL BE THREE-WIRED (GROUNDED), #14 OR LARGER AWG, COPPERWIRE, CONNECTORS MUST NOT BE SUPPORTED BY CORDS. Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors, these may not exceed six (6) feet in length and must be UL approved.

10.) MULTI-PLUG ADAPTERS MUST BE UL APPROVED AND HAVE BUILT-IN OVERLOAD PROTECTION. Connectors must not be used to exceed their listed ampere rating.

11.) THE OFFICIAL ELECTRICAL CONTRACTOR MUST DO ELECTRICAL WORK UNDER CARPETS. All wiring on the floor must be Type "SO" cord, insulated to qualify for "extra hard usage" and must be No. 12AWG, or larger, and must be protected against damage.

12.) ALL TEMPORARY WIRING MUST BE ACCESSIBLE AND FREE FROM DEBRIS AND STORAGE MATERIALS. Hard walled booths must have power supplies dropped within the booth.

FIRE, SAFETY & LABOR REGULATIONS

13.) NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL SERVICE. Materials necessary to the exhibit must be stored within the exhibit. Electrical cords and connectors must be accessible and shall not be covered.

14.) AREAS ENCLOSED BY SOLID WALLS AND CEILINGS MUST BE EQUIPPED WITH APPROVED SMOKE DETECTORS.

15.) ALL EMPTY CARTONS OR CRATES MUST BE LABELED AND REMOVED FOR STORAGE OR THEY WILL BE REMOVED AS TRASH. Crates are not to be used as exhibit supports.

16.) MATERIALS FOR HANDOUTS MUST BE LIMITED TO ONE DAY SUPPLY AND MUST BE STORED NEATLY WITHIN THE BOOTH. All storage must be clear of electric cables or junction boxes.

17.) FLAMMABLE OR COMBUSTIBLE LIQUIDS ARE PROHIBITED INSIDE OF BUILDINGS EXCEPT AS APPROVED BY THE FIRE SAFETY OFFICE. Flammable thinners, solvents and paints, including aerosol cans, are strictly prohibited within the building.

18.) ALL FIRE HOSE BOXES MUST BE KEPT COMPLETELY CLEAR. All fire exit signs must be unobstructed.

19.) 9'0" wide aisles are the norm, although the state minimum is 5'0". A minimum of 20'0" in front of any exit/entrance door must be kept clear.

LABOR GUIDELINES - FOR ALL HAWAII CONVENTION SITES

1.) Hawaii is a right-to-work state and "producer's choice" applies

2.) If a producer requests/mandates union labor, it is supplied

3.) 90% of the trade shows in Hawaii use non-union labor from the Service Contractor and exhibitors may install/dismantle their own exhibits freely.

2014 HONOLULU MARATHON EXPO

HAWAII CONVENTION CENTER

DECEMBER 10 - 13, 2014

ICES

1004 MAKEPONO ST

HONOLULU, HI 96819

PH (808) 832-2430 FAX (808) 832-2431

LIMITS OF LIABILITY & RESPONSIBILITY (page 1 of 2)

1.) DEFINITIONS:

Agents - Subcontractors, carriers and the agent of each

Customer - Exhibitor or other party requesting services from ICES

Carrier - Motor carrier, air carrier or surface carrier/freight forwarder

Shipper - parrty who tenders goods to carrier for transportation

Goods - Exhibits, property and commodit

Cold Storage - Holding of Goods in a climate controlled area

Services - Warehousing, transportation, drayage, unsupervised labor, supervised labor and/or related services.

Show Site - Venue or place when a conference or event takes place.

Supervised Labor - Labor that is provided to a customer to install or dismantle a booth or exhibit space, and is supervised and/or directed.

Unsupervised Labor - Labor that is provided to a customer to install or dismantle a booth or exhibit space and per Customer's election is not supervised and or directed by **ICES.** Customer assumes the responsibility for the work of labor when Customer elects to use unsupervised labor.

2.) SCOPE:

These terms and conditions shall be binding upon Customer, ICES and their respective Agents and representatives, including but not limited to Customer contracted labor such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in Goods. Each shall have the benefit of and be bound shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

By acceptance of services of ICES or Agents, Customer and any other party with an interest in the Goods agree to these Terms and Conditions.

3.) CUSTOMER OBLIGATIONS:

Payment for services. Customer shall be liable for all unpaid charges for services performed by ICES or Agents. Customer authorizes ICES to charge its credit card directly for services rendered on its' behalf after departure, by placing an order via fax or through a work order on site.

Credit Terms: All charges are due before services are performed unless other arrangements have been made in advance. ICES has the right to require prepayment or guarantee of the charges at the time of request for services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. If a credit card is provided to ICES, ICES is authorized to bill to such credit card any unpaid charges for services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1-1/2% per month until paid.

4.) MUTUAL OBLIGATIONS:

Indemnification:

Customer to ICES - Except to the extent of ICES's own negligence and/or willful misconduct, Customer shall defend, hold harmless and indemnify ICES from and against any claims, lawsuits, demands, liability, cost and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property relating to or arising from performance under this Agreement.

Customer agrees to indemnify and hold ICES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its' space or any agents or employees engaged in business on its' behalf of Customer or present at Customers' invitation.

ICES to Customer - To the extent of ICES' own negligence and/or willful misconduct, and subject to the limitations of liability below, ICES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of person, or damage to property other than Goods, ICES assumes no liability for bodily injury resulting from Customers' presence in areas which have been marked as "off limits to exhibitors and during hours and days when exhibitors are present in the facility, prior to to the start from Customers' presence in areas which have been marked as "off limits to exhibitors' and during to exhibitors" and during hours and days when exhibitors are present in the facility, prior to the start of and after the conclusion of their space lease with Show Management.

5.) **No liability for consequential damages. UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME.**

6. ICES Liability for Loss or Damage to Goods.

Negligence standard: ICES shall be liable, subject to the limitations contained herein, for loss or damage to Goods only if such loss or damage is caused by the direct negligence or willful misconduct of ICES.

Condition of Goods - ICES shall not be liable for damage, loss, or delay due to uncrated freight, freight improperly packed, glass breakage or concealed damage. ICES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrinkwrapped Goods. All Goods should be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customers' responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.

Receipts of Goods - ICES shall not be liable for Goods received without receipts, freight bills, or specified unit counts on receipts or freight bills. Such Goods shall be delivered to booth without the guarantee of piece count of condition.

Force Majeure (fawrs ma-zhcer) - ICES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism of war.

Cold Storage - Goods requiring cold storage are stored at Customer's own risk. ICES assumes no liability or responsibility for Cold Storage.

Accessible Storage - ICES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use for space and are not a form of insurance, or a guarantee of security.

Unattended Goods - ICES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its' own Goods for any and all risk or loss.

Labor - ICES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of ICES provided labor. If ICES supervises labor for a fee, ICES shall be liable only for actions or claims arising out of its' negligent supervision. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, and shall provide ICES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

Empty Storage - ICES assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in storage. It is Customer's sole responsibility to affix the appropriate labels available at the ICES Service Desk for empty container storage. Damage that is the direct result of ICES' negligence shall be subject to the limitations of liability set forth in this document.

Forced Freight - ICES shall not be liable for Goods not picked up by Customers' chosen carrier by the show deadline. It is Customer's responsibility to complete accurate paperwork for shipping and insure its' Goods are appropriately labeled. Customer acknowledges that it is a lessee of space, and as such has an obligation to remove its' Goods on or before the targeted time. If Goods remain on the floor after this point, ICES has the right to remove them in order to restore the premises to its' original condition for show management pursuant to the venue's lease with show management. In such cases ICES is authorized to proceed in the manner chosen by Customer on the Order for Material Handling Services / Straight Bill of Lading. Failure to select one of the provided options will result in re-routing at ICES' discretion, and at Customer's expense assuming the Goods are labeled for return. ICES retains the right to dispose of Goods left on the show floor without liability if left unattended, left without labels or not correctly labeled.

Concealed Damage - ICES shall not be liable for concealed loss or damage, uncrated Goods, or improperly packaged or labeled Goods.

Unattended Booth - ICES shall not be liable for any loss or damage occurring while Goods are unattended in Customers booth at any time, including but not limited to the time the Goods are delivered to the dock until the time the Goods are received by Customers' chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to ICES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepencies exist.

Measure of damage - ICES' liability shall be limited to the lesser of (1) the depreciated value of Goods, (2) repair cost, or (3) the limitation of liability. The limitation of liability shall be $0.30 (thirty cents) per pound per piece, with a maximum liability of $50.00 (fifty dollars) per item or $1000.00 (one thousand dollars) per shipment, whichever is less.

Excess Declared Value - If Customer wishes a higher limitation of liability than stated above, for loss or damage to property that occurs during the show, the Customer may do so by declaring a value in the space provided on the ICES services order form(s) and also on the Material Handling Order Form and paying by the appropriate additional charge in advance of the commencement of services by ICES. Maximum liability for damages resulting from ICES negligence shall then be increased to the amount of declared, but in no case shall it exceed the depreciated value of the Goods or repair costs, whichever is less. In case of partial loss or damage,the maximum liability shall be prorated based upon weight. Excess Declared Value is not for: plasma screens, or other fragile electronic equipment, original art, and prototypes. The Declared Value may never exceed $100,000 for the purpose of this provision and ICES' liability in all circumstances liability in all circumstances shall be limited to the amount of this cap.

No Insurance - ICES is not an insurance company and does not offer or provide insurance. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer, unless it is shown that ICES performed in a manner that constitutes gross negligence in the performance of its services for Customer.

Notice of loss or damage - In order to have a valid claim notice of loss or damage to Goods must be given to ICES or its agent within 24 hours or occurrence or delivery of Goods, whichever is later.

Filing of Claim - Any claim of loss or damage to Goods must be in writing, containing facts sufficient to indentify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified below.

Damage Reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of claim. Claims of Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by ICES within sixty (60) days after the close of the show. Claims of Goods alleged to be lost or damaged during transit must be received by the responsible party within nine (9) months of date of delivery months of date of delivery of Goods. Claims for damage in transit should be made directly with the Customer's carrier as shown on the Material Handling Form/Bill of Lading. In the event of a dispute with ICES, Customer will not withhold payment of any amount due ICES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay ICES prior to the close of the show for all such charges and further agrees that any claim Customer may have against ICES shall be pursued independently by Customer as a separate action to be resolved on its merits. ICES retains the right to pursue collection on amounts owed after show close, without regards to any amount alleged to be owed for damage or loss.

Filing of suit - Any action at law regarding loss or damage to Goods must be filed within two (2) years of the date of declination of any part of a claim.

7. Jurisdiction, **Choice of Forum** -

This Agreement shall be govered by and construed in accordance with the application laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Hawaii. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of Hawaii, or as applicable depending upon jurisdiction, the State of Hawaii's Circuit Court in Honolulu, Hawaii.

8.Advanced Warehouseing/Temporary Storage/Long Term Storage

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in the separate agreement, entitled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to, ICES Liability for Customer's Goods:

The responsibility of ICES with respect to Exhibit Material is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. ICES shall be liable only for the loss or damage to Goods caused by ICES' sole negligence. ICES' liability is limited to thirty cents per pound ($0.30) of the actual cash value per item. In case of partial loss or damage, the maximum liability shall be prorated based on weight. ICES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond ICES' immediate control. ICES is not responsible for the marring, scratching or breakage of glass or other fragile items. ICES is not liable for the mechanical functions of instruments or appliances event if such articles are packed or unpacked by ICES. In no event shall ICES be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees, if any or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by ICES as to appropriateness of the condition for Exhibitors' Material. The risk of loss remains the Customers alone and ICES recommends the Customer carry and maintain insurance in amounts sufficient to cover its' risk.

LIMITS OF LIABILITY & RESPONSIBILITY (page 2 of 2)

I have read & agree to this Limits of Liability:

Signature of Authorized Personnel

Title & Date

2014 HONOLULU MARATHON EXPO

HAWAII CONVENTION CENTER
DECEMBER 10 - 13, 2014

ICES
1004 MAKEPONO ST
HONOLULU, HI 96819
PH (808) 832-2430 FAX (808) 832-2431

MATERIAL HANDLING INFORMATION

Material Handling is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost of transport of your exhibit materials to and from the event.

BENEFITS OF ADVANCE SHIPPING TO **ICES** WAREHOUSE

- ☐ Storage of materials for up to 14 days prior to your show.
- ☐ Delivery of Shipments to your booth before you move-in (schedule permitting)
- ☐ Some convention centers and hotels do not have facilities for receiving or storing freight
- ☐ Saves valuable set-up times

HOW TO SHIP IN ADVANCE TO THE **ICES** WAREHOUSE

- ☐ Remove all old shipping and empty storage labels
- ☐ Fill out and attach enclosed Advance Shipping Labels
- ☐ Complete the enclosed Material Handling Order Form.
- ☐ Remember to confirm receipt of your shipment prior to leaving for the show.
- ☐ All shipments must have a bill of lading or delivery slip showing the number of pieces, weight and type of merchandise.
- ☐ Certified weight tickets should accompany all shipments.
- ☐ Take the time to ensure that your display and products are packed neatly and securely.

FREIGHT CARRIERS

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check in. Delivery and pick up times are often out of the range of "normal" delivery hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the Show, also plan for the return shipment. Should your carrier miss the pickup deadline (outbound shipment(s)), ICES **WILL NOT** call back our carrier to retrieve your forced freight shipment. Your shipment will be handled by the show carrier at your expense.

TRACKING SHIPMENTS

Confirm your delivery date and time with your carrier, and have all pertinent shiping information in the hands of your representative at show site. You may also want to review the return of your goods at the end of the show.

ESTIMATING MATERIAL HANDLING CHARGES

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per Shipment may apply, see enclosed Material Handling Order Form for details. Please prepay all shipping charges - **ICES** cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on separate bills of lading with separate weight tickets - otherwise **ICES** will invoice the entire load at the uncrated rate.

Crated - Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Uncrated - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks

Special Handling - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without prior delivery receipts.

Overtime Surcharges - Shows that move-in or move-out on weekends or late in the day may be subject to overtime surcharges. See enclosed Material Handling Order Form for details.

Late Surcharges - A surcharge will apply if advance freight is received after the published deadline date for shipments to arrive at the warehouse. See enclosed Material handling Order Form for details.

Shipment Surcharges - A surcharge will apply if shipments are received with incomplete information on shipping labels identifying company name and booth number and/or shipments that are left on the show floor at the end of the show with no labels and no bill of lading turned in.

STORING EMPTY CONTAINERS

Properly labeled empty shipping cartons will be picked up, stored and returned after the show. Labels are available at the **ICES** Service Desk or from your **ICES** Account Executive and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked "empty".

OUTGOING SHIPMENTS

An Outbound Material Handling Form/Bill of Lading must accompany all outgoing shipments. Shipping Information, outgoing forms and labels will be available at the **ICES** Service Desk. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company wil be on-site to oversee the outbound shipments of your display and product.

MACHINERY LABOR AND EQUIPMENT

Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, recrating, and reskidding machinery and/or equipment must be ordered separately. Place your order for this labor using the Forklift & labor Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

INSURANCE

All of your goods should be insured by your own insurance policy. Although we do our best to handle your goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. ICES has published ICES Limits of Liability and Responsibility that are in your service kit. Please read them carefully. It is recommended that your goods be insured.

2014 HONOLULU MARATHON EXPO **will be held at the HAWAII CONVENTION CENTER in HONOLULU, HAWAII. Below is a list of our preferred carriers whom you may use should you need assistance from a shipping company. Please note, this is only our suggestion. You may use your own carriers to handle your show materials.**

FOR: GROUND TRANSPORTATION ON US MAINLAND & OCEAN

Should you need assistance locating an ocean transportation vendor, feel free to contact the following:

PLEASE CONTACT:

ESTES TRUCKING
Phone # (800) 541-1670 Ext. 2561

OR

HAWAIIAN EXPRESS SERVICE INC
PHONE (808) 847-2665
EMAIL: rpaiva@hawaiianexpressinc.com & gkitamura@hawaiianexpressinc.com

FOR: AIR SHIPMENTS

NANIQ GLOBAL LOGISTICS

Phone #(808) 292-9820 - Josephine Miyakawa
Email: josephine.miyakawa@ngl-intl.com

DIRECT TO WAREHOUSE SHIPMENTS

ICES – 2014 HONOLULU MARATHON EXPO
1004 MAKEPONO STREET
EXHIBITOR'S NAME_____ BOOTH #_____
HONOLULU, HI 96819

All ***advanced shipments*** to our HONOLULU Warehouse will be received starting **NOV. 19 thru DEC. 4, 2014 @ 3:00 PM (HST)**. Receiving hours are from 8:00 AM to 12:00 PM then from 1:00 PM to 3:00 PM (HST**).** Receiving hereafter will result in late fees.

DIRECT TO SHOWSITE SHIPMENTS

ICES – 2014 HONOLULU MARATHON EXPO
HAWAII CONVENTION CENTER
1801 KALAKAUA AVENUE
HONOLULU, HI 96815

For **direct to show site,** shipments will be received from **12:00 PM until 5:00 PM on DECEMBER 8, 2014 & 9:00 AM until 5:00 PM on DECEMBER 9, 2014.**

For further assistance please don't hesitate to contact us. We may be reached at phone number (808) 832-2430, fax number (808) 832-2431 or email us at ices@iceshawaii.com.

SHIPPING GUIDELINES

ICES

(International Convention & Event Services)

SHIPPING DEADLINE INFORMATION

FREIGHT HANDLING SERVICES

ICES is prepared to receive your shipment either at our HONOLULU warehouse or directly at the exhibit site. You may ship via the carrier of your choice. **ICES** will accept crates, boxes, skidded materials & fibercases at our warehouse.

Rates are based on the incoming weight of shipments. For rates and arrival information, **see the Freight Handling Order Form**. **ICES must have payment before delivering freight to your booth. Please read the "Limits of Liability & Responsibility" form for important information.**

ADVANCE SHIPMENTS TO HONOLULU WAREHOUSE

Accepting of freight will begin NOVEMBER 19 thru DECEMBER 4. Shipments must arrive between the of 8:00 a.m.- 12:00 p.m. & 1:00 p.m. - 3:00 p.m. Monday thru Friday (HST). Shipments received after this date & time will incur late fees or we may request your trucking company to deliver shipments directly to exhibit site (depending upon the day attempt to deliver is made) at exhibitor's expense.

Rates include:

Receiving at HONOLULU Warehouse
Reloading onto trucks and delivery to the exhibit site.
Unloading freight and delivery to your booth.
Picking up, storing and returning empty shipping containers.
Reloading freight onto your designated carriers truck @ showsite

Make out the bill of lading and consign as follows:

Exhibiting Company Name
2014 HONOLULU MARATHON EXPO
Booth #_____
ICES
1004 MAKEPONO STREET
HONOLULU, HI 96819

DECEMBER 4, 2014

Last day for shipments to arrive at the Advance warehouse without surcharge. Shipment must be received by 3:00 PM (HST).

DIRECT SHIPMENTS TO EXHIBIT SITE

Rates include:

Unloading freight and delivery to your booth
Picking up, storing and returning empty shipping containers
Reloading freight onto your designated carriers truck @ showsite

Make out the bill of lading and consign as follows:

Exhibiting Company Name
2014 HONOLULU MARATHON EXPO
Booth #_____
C/o **ICES**
HAWAII CONVENTION CENTER
1801 KALAKAUA AVENUE
HONOLULU, HI 96815

DECEMBER 8 & 9, 2014

Two days for shipments to arrive at exhibit site. December 8 receiving will be from 12:00 PM to 5:00 PM & December 9 from 9:00 AM to 5:00 PM (HST).

2014 HONOLULU MARATHON EXPO
HAWAII CONVENTION CENTER
DECEMBER 10 - 13, 2014

ICES
1004 MAKEPONO STREET
HONOLULU, HI 96819
PH (808) 832-2430 FAX (808) 832-2431

Advance Order Deadline: NOV. 21, 2014

MATERIAL HANDLING SERVICES

CRATED:	Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
SPECIAL HANDLING:	Material delivered by the carrier in such a manner that it requires additional handling. (Example: stacked shipments, ground unloading, constricted space unloading, etc.) FedEx, UPS, Airborne/DHL are included in this category due to their delivery procedures.
UNCRATED:	Material that is shipped loose or pad wrapped.
NOTE:	***Charges will be based upon the weight of your inbound shipment. Each shipment received is considered separate shipments. The minimum weight per shipment is 200 pounds. Anything over will be rounded to the next 100 pounds. All late shipments will incur an additional 30% surcharge in addition to the rates listed below.***

METHOD OF PAYMENT MUST ACCOMPANY YOUR ORDER

RECEIVING @ ICES' WAREHOUSE IS AS FOLLOWS:

ICES WAREHOUSE — RECEIVING IS FROM WEDNESDAY, NOV. 19 THRU THURSDAY, DEC. 4 @ 3:00 PM (HST)

Please note: Warehouse will be closed for Thanksgiving, Thursday, Nov. 27 - Friday, Nov. 28

ANY FREIGHT RECEIVED HEREAFTER IS CONSIDERED LATE FREIGHT.

DESCRIPTION	Price per CWT	Minimum
Please note: ICES Warehouse will be closed for Thanksgiving (Thursday, 11/27 & Friday, 11/28)		
Warehouse Shipment (Honolulu) 8:00 a.m. - 12:00 p.m. & 1:00 p.m. - 3:00 p.m. Monday thru Friday		
Crated Shipment	$85.00	$170.00
Special Handling Shipment	$100.00	$200.00
Uncrated Shipment	$95.00	$190.00
Show Site Shipment @ HAWAII CONVENTION CENTER ON MON., DEC. 8 - 12 PM to 5 PM & TUES., DEC. 9 - 9 AM TO 5 PM (HST)		
Crated Shipment	$95.00	$190.00
Special Handling Shipment	$112.00	$224.00
Uncrated Shipment	$105.00	$210.00

DESCRIPTION	Price per Package	Additional Package
Small Package - Maximum Weight **per Shipment** is 50 lbs.		
Non-special Handling Shipment	$60.00	$10.00
Special Handling Shipment	$70.00	$12.00

DESCRIPTION	Weight	Divide by:	CWT	Unit Price	Est. Total Cost
SAMPLE (Honolulu Warehouse Crated)	1000	÷ 100 =	10	*$85.00*	*$850.00*
		÷ 100 =			
		÷ 100 =			
		÷ 100 =			
				Sub-Total	$
				4.712% Tax	$
				Total	$

COMPANY NAME		ORDERED BY:	BOOTH #
STREET ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER / EXTENSION	FAX NUMBER	EMAIL ADDRESS	
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT-PLEASE PRINT	DATE	

This order is accepted with the understanding that fire, strikes, transportation problems, or any other mitigating factor out of ICES's control will release ICES from any legal obligation of performance. A finance charge of 1.5% per month (18% annum) applies to any balance due not paid within thirty (30) days of invoice date. All orders are governed by ICES Payment Policy and the Limits of Liability & Responsibility.

MATERIAL HANDLING

2014 HONOLULU MARATHON EXPO

HAWAII CONVENTION CENTER

DECEMBER 10 - 13, 2014

RETURN TO: ICES

1004 MAKEPONO STREET
HONOLULU, HI 96819
PH (808) 832-2430 * FAX (808) 832-2431

Advance Order Deadline: NOV. 21, 2014

EVERY OUTBOUND SHIPMENT WILL REQUIRE A COMPLETED MATERIAL HANDLING AUTHORIZATION FORM WITH A METHOD OF PAYMENT FOR THIS SERVICE. OUTBOUND SHIPPING LABELS MUST BE PLACED ON EACH PIECE OF FREIGHT PROPERLY LABELED. ICES WILL NOT BE RESPONSIBLE FOR ANY MISLABELED OR UNLABELED FREIGHT. SHOULD YOU NEED ASSISTANCE WITH LABELS, PLEASE REQUEST THEM PRIOR TO MOVE-IN AT SHOWSITE. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE & RETURN THIS FORM BACK TO US BY THE ADVANCE ORDER DEADLINE DATE ABOVE.

SHIPPING INFORMATION:

FROM: SHIPPER/EXHIBITOR NAME: _____

BILLING ADDRESS: _____

CITY:_____ STATE: _____ ZIP CODE: _____

SHIP TO: COMPANY NAME: _____

DELIVER ADDRESS: _____

_____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE #( )_____ ATTENTION: _____

SPECIAL INSTRUCTIONS: _____

_____

METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW:

ICES CARRIER TRANSPORTATION SERVICE:

- ☐ 1 Day: Delivery next business day
- ☐ 2 Day: Delivery by 3:00 PM second business day
- ☐ Expedited
- ☐ Deferred: Delivery approximately 21 days
- ☐ Standard Ground
- ☐ Specialized: Pad Wrapped, uncrated, or truckload

☐ Other Common Carriers

☐ Other Van Lines

☐ Other Air Freight

☐ Next Day ☐ 2nd Day ☐ Deferred

Carrier Phone # _____

Once your shipment is packed & ready to be picked up, please return the Material Handling Authorization Form to the ICES Service Desk.

Verify the piece count, weight and that a signature is on the Material Handling Authorization Form prior to shipping.

SHIPMENTS WITHOUT PAPERWORK TURNED IN OR INCOMPLETE PAPERWORK WILL BE RETURNED TO OUR WAREHOUSE AT EXHIBITORS EXPENSE. ICES WILL THEN HAVE THE AUTHORITY TO REROUTE YOUR SHIPMENT USING ICES CARRIER OF CHOICE AT EXHIBITORS EXPENSE.

ICES will coordinate outbound shipment for those using our show carriers. Arrangements for pick-ups by other carriers is the responsibility of the exhibtior.

IF EXHIBITOR'S CARRIER DOES NOT CHECK-IN FOR EXHIBITOR'S SHIPMENT AT SHOWSITE, PLEASE SELECT ONE OF THE RE-ROUTE OPTIONS:

☐ **Re-route via ICES's choice**
If re-routed, via this option, ICES will bill the credit card on file & ICES Terms & Conditions apply. May be subjet to delay.

OR

☐ **Return to warehouse at Exhibitor's Expense**
ICES is not liable to any loss or damage incurred. Transport, Material Handling & Storage charges will apply. May be subject to delay.

Signature:_____ Print Name:_____ Date:_____

COMPANY NAME			ORDERED BY:		BOOTH NO.
STREET ADDRESS			CITY	STATE	ZIP CODE
PHONE NUMBER	EXTENSION	FAX NUMBER	EMAIL ADDRESS		
AUTHORIZED CONTACT SIGNATURE			AUTHORIZED CONTACT-PLEASE PRINT		DATE

This order is accepted with the understanding that fire, strikes, transportation problems, or any other mitigating factor out of ICES's control will release ICES from any legal obligation of performance. A finance charge of 1.5% per month (18% annum) applies to any balance due not paid within thirty (30) days of invoice date. All orders are governed by ICES Payment Policy and the Limits of Liability & Responsibility.

ICES OUTBOUND SHIPPING

2014 HONOLULU MARATHON EXPO

HAWAII CONVENTION CENTER
DECEMBER 10 - 13, 2014

ICES
1004 MAKEPONO STREET
HONOLULU, HI 96819
PH (808) 832-2430 FAX (808) 832-2431

Advance Order Deadline: NOV. 21, 2014

OUTBOUND MATERIAL HANDLING SERVICES

ICES will coordinate outbound shipment pickups for those using our show carriers. Arrangements for pickups **by your carrier is your responsibility. ICES is an unknown shipper with other carriers** (Ex: UPS, FedEx, DHL, etc…). Therefore, your carriers will not pickup any shipments from ICES warehouse unless you arrange for the pickup & pay for all charges **(including pickup)** in advance. It would be best if your carrier is able to pickup your materials from showsite at the close of this event. ICES will not be responsible for making any payment to your carriers on your behalf. Please make sure you bring with you your own carrier labels to place on your outbound shipments.

Please make sure you submit all forms including this one to us by the advance order deadline date. This is to ensure you will receive assistance with your drayage service you will require for this event. Please make sure you fill out & return back to us the Straight Bill of Lading Form prior to leaving showsite at the conclusion of this event. Should you have any questions or concerns, please don't hesitate to contact our office via the following:

Office Phone #808-832-2430 * Fax #808-832-2431 * Email: ices@iceshawaii.com

METHOD OF PAYMENT MUST ACCOMPANY YOUR ORDER

DESCRIPTION	Price per CWT	200# Charge per Shipment*	Price
OUTBOUND SHIPMENTS: *(Sunday, Dec. 7 @ 4:00 PM)*	*To take back to ICES Warehouse for pickup. $$ RATE PER 100#S (any pound(s) over 100 is rounded up to the next 100 pound rate. Min. of 200#s per shipment).*		
SHOW CARRIER: 200# min. per shipment using ICES Show Carrrier *(Show Carrier: Naniq Global Logistics, H20 Logistics or Estes)*	$75.00	$150.00	(Trucking charges will apply if you decide to use our show carrier after your shipment has been taken back to our warehouse).
EXHIBITOR CARRIER: 200# Min. per shipment using your own carrier	$90.00	$180.00	

* If you have outbound shipments going to two or more different locations, each shipment which will charged separately using the rates above.

Sub-Total	$
4.712% Tax	$
Total	$

METHOD OF PAYMENT: Accepted Credit Cards: VISA MASTERCARD AMEX DISCOVER

Check #	Credit Card #	Exp. Date	C V V # (3-4 digit code)

Name of Cardholder:

Signature:

COMPANY NAME			ORDERED BY:	BOOTH #
STREET ADDRESS		CITY	STATE	ZIP CODE
PHONE NUMBER	EXTENSION	FAX NUMBER	EMAIL ADDRESS	
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT-PLEASE PRINT	DATE	

This order is accepted with the understanding that fire, strikes, transportation problems, or any other mitigating factor out of ICES's control will release ICES from any legal obligation of performance. A finance charge of 1.5% per month (18% annum) applies to any balance due not paid within thirty (30) days of invoice date. All orders are governed by ICES Payment Policy and the Limits of Liability & Responsibility.

MATERIAL HANDLING - OUTBOUND

RUSH

Advance Shipment to Warehouse:

ICES - 2014 HONOLULU MARATHON EXPO

1004 MAKEPONO STREET

HONOLULU, HI 96819

EXHIBITOR'S NAME:

BOOTH #

PIECE COUNT:

OF

PLEASE DELIVER BETWEEN NOV. 19 & DEC. 4 BY 3PM (HST)

(Please note: Warehouse will be closed for Thanksgiving Nov. 27 - 28)

PLEASE PLACE THIS LABEL ON EACH OF YOUR INBOUND PIECES

RUSH

Advance Shipment to Warehouse:

ICES - 2014 HONOLULU MARATHON EXPO

1004 MAKEPONO STREET

HONOLULU, HI 96819

EXHIBITOR'S NAME:

BOOTH #

PIECE COUNT:

OF

PLEASE DELIVER BETWEEN NOV. 19 & DEC. 4 BY 3PM (HST)

(Please note: Warehouse will be closed for Thanksgiving Nov. 27 - 28)

PLEASE PLACE THIS LABEL ON EACH OF YOUR INBOUND PIECES

RUSH

Direct Shipment to Showsite:

ICES - 2014 HONOLULU MARATHON EXPO

HAWAII CONVENTION CENTER

1801 KALAKAUA AVENUE

HONOLULU, HI 96815

EXHIBITOR'S NAME:

BOOTH #

PIECE COUNT:

OF

DELIVERY MUST BE MADE ON DEC. 8 12 PM TO 5 PM & DEC. 9 9AM TO 5PM(HST)

PLEASE PLACE THIS LABEL ON EACH OF YOUR INBOUND PIECES

RUSH

Direct Shipment to Showsite:

ICES - 2014 HONOLULU MARATHON EXPO

HAWAII CONVENTION CENTER

1801 KALAKAUA AVENUE

HONOLULU, HI 96815

EXHIBITOR'S NAME:

BOOTH #

PIECE COUNT:

OF

DELIVERY MUST BE MADE ON DEC. 8 12 PM TO 5 PM & DEC. 9 9AM TO 5PM(HST

PLEASE PLACE THIS LABEL ON EACH OF YOUR INBOUND PIECES

2014 HONOLULU MARATHON EXPO
HAWAII CONVENTION CENTER
DECEMBER 10 - 13, 2014

RETURN TO: ICES
1004 MAKEPONO STREET
HONOLULU, HI 96819
PH (808) 832-2430 * FAX (808) 832-2431
Advance Order Deadline: NOV. 21, 2014

CARPET RENTAL ORDER FORM

Qty	Description	Circle Color Choice	Advance price	Floor price	Price
	10' x 10' Booth Carpet	black blue gray red	$94.25	$134.75	
	10' x 20' Booth Carpet	black blue gray red	$188.25	$269.00	
	10' x 30' Booth Carpet	black blue gray red	$282.75	$404.00	
	10' x 40' Booth Carpet	black blue gray red	$377.00	$538.50	
	Island Booths / per sq. ft. **	black blue gray red	$3.00	$4.25	
	Custom Color Booth Carpet		please call for price & availability		
	Padding 1/2 " / per sq. ft.		$1.05	$1.50	
	Plastic Covering / per sq. ft.*		$0.80	$1.25	

* Additional charge for taping (Call for pricing)

**** Island Booths must order carpet by sq. ft. If you wish to order by piece size, there's no guarantees on same color swatch. Taping pieces together is at add'l cost & a must for safety precautions.**

CANCELLATION POLICY: No refunds will be issued on any cancellations made after advance order deadline date.	Subtotal:	
	4.712% HI G.E.Tax:	
	TOTAL:	

(Black)

(Blue)

(Gray)

(Red)

COMPANY NAME			ORDERED BY:		BOOTH #
STREET ADDRESS			CITY	STATE	ZIP CODE
PHONE NUMBER	EXTENSION	FAX NUMBER	EMAIL ADDRESS		
AUTHORIZED CONTACT SIGNATURE			AUTHORIZED CONTACT-PLEASE PRINT		DATE

This order is accepted with the understanding that fire, strikes, transportation problems, or any other mitigating factor out of ICES's control will release ICES from any legal obligation of performance. A finance charge of 1.5% per month (18% annum) applies to any balance due not paid within thirty (30) days of invoice date. All orders are governed by ICES Payment Policy and the Limits of Liability & Responsibility.

2014 HONOLULU MARATHON EXPO
HAWAII CONVENTION CENTER
DECEMBER 10 - 13, 2014

RETURN TO: ICES
1004 MAKEPONO STREET
HONOLULU, HI 96819
PH (808) 832-2430 * FAX (808) 832-2431

Advance Order Deadline: NOV. 21, 2014

TABLES & CHAIRS

Qty	Skirted Tables & Counters	circle color choice	Advance price	Floor price	Price
	4' skirted table 4' x 24" x 30" high	black blue white red gold	$69.00	$98.75	
	6' skirted table 6' x 24" x 30" high	black blue white red gold	$77.25	$110.50	
	8' skirted table 8' x 24" x 30" high	black blue white red gold	$85.25	$121.75	
	4' skirted counter 4' x 24" x 42" high	black blue white red gold	$85.25	$121.75	
	6' skirted counter 6' x 24" x 42" high	black blue white red gold	$89.75	$128.25	
	8' skirted counter 8' x 24" x 42" high	black blue white red gold	$98.25	$140.50	
	4th side skirting on table or counter	black blue white red gold	$40.50	$58.00	

Qty	Tables & Counters (wood tops, no skirting)	Advance price	Floor price	Price
	4' wood top table 4' x 24" x 30" high	$34.00	$48.50	
	6' wood top table 6' x 24" x 30" high	$39.75	$56.75	
	8' wood top table 8' x 24" x 30" high	$45.50	$65.00	
	4' wood top counter 4' x 24" x 42" high	$45.50	$65.00	
	6' wood top counter 6' x 24" x 42" high	$51.50	$73.50	
	8' wood top counter 8' x 24" x 42" high	$57.25	$81.75	

Qty	Seating & Miscellaneous Equipment	Advance price	Floor price	Price
	Chairs, Bucket Style (Plastic) - Black	$22.25	$31.75	
	Counter Stools (high back, cushioned)	$37.50	$53.50	
	Easel, Self-standing	$21.00	$30.00	
	Pegboard 4' x 8' Free Standing Vertical or Horizontal	$91.00	$130.00	
	Pegboard Hook, 8" ($$ per hook)	$0.60	$1.00	
	Tackboard 4' x 8'	$91.00	$130.00	
	Telecage (weight must be evenly distributed across the bar & **must not** exceed 2 pounds per foot)	$41.00	$58.50	
	Wastebasket w/liner	$8.50	$12.25	

Qty	Risers (4', 6', 8' Lengths) - Rates are based by per foot (length)	circle length choice	Advance price	Floor price	Price
	Single Tier, 6" High	4' L 6' L 8' L	$2.55	$3.70	
	Single Tier, 12" High	4' L 6' L 8' L	$2.55	$3.70	
	Double Tier, 6" High	4' L 6' L 8' L	$3.65	$5.30	
	Double Tier, 12" High	4' L 6' L 8' L	$3.65	$5.30	

Sub-Total	$
4.712% Tax	$
Total	$

CANCELLATION POLICY: No refunds or credits will be issued on items cancelled after the advance order deadline date.

COMPANY NAME			ORDERED BY:		BOOTH #
STREET ADDRESS			CITY	STATE	ZIP CODE
PHONE NUMBER	EXTENSION	FAX NUMBER	EMAIL ADDRESS		
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT-PLEASE PRINT		DATE	

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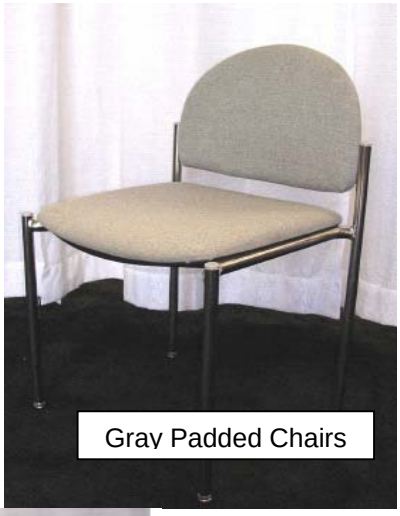
Black Bucket Chair

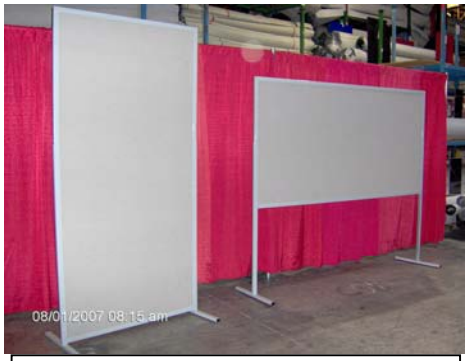


Gray Padded Chairs

Gray Padded Stool

Skirted Table

Skirt Colors except for Teal available



Gray Posterboards (Overall 94"L x 48"H)
Setup in Vertical or Horizontal position.

Easel

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Advance Order Deadline: NOV. 21, 2014

(PLEASE NOTE: INSTALLATION & DISMANTLE LABOR INCLUDED IN PRICING)

QTY	TABLE TOPS	COLOR OPTION	ADVANCE PRICE	FLOOR PRICE	PRICE
	Perf. Pkg TT #1 w/Velcro Panels	Black / Blue / Lt. Gray	$942.50	$1,346.50	

QTY	10' BACKWALLS	PANEL OPTION	ADVANCE PRICE	FLOOR PRICE	PRICE
	Basic Perf. Pkg. 10' #1	WHITE COMATEX	$937.00	$1,338.50	
	Basic Perf. Pkg. 10' #1, Velcro comp. Panels	BLACK, BLUE OR LT. GRAY	$1,705.25	$2,436.00	
	Basic Perf. Pkg. 10' #2	WHITE COMATEX	$937.00	$1,338.50	
	Basic Perf. Pkg. 10' #2, Velcro comp. Panels	BLACK, BLUE OR LT. GRAY	$1,705.25	$2,436.00	
	Basic Perf. Pkg #3 Curved Backwall	BLACK ONLY	$1,631.50	$2,330.75	
	Basic Perf. Pkg #4	WHITE COMATEX	$1,431.50	$2,045.00	
	Basic Perf. Pkg. 10' #5 w/Cabinet, Counter & Lights	BLUE VELCRO	$1,894.75	$2,706.75	

QTY	20' BACKWALLS	COLOR	ADVANCE PRICE	FLOOR PRICE	PRICE
	Perf. Pkg #1 w/Velcro Panels	BLACK, BLUE OR LT. GRAY	$2,526.50	$3,609.25	
	Perf. Pkg #2 w/Comatex Panels (In-Line Exhibit w/Center vertical support (cannot be removed)	WHITE	$2,000.00	$2,857.50	
	Perf. Pkg #3 w/Comatex Panels (In-Line Exhibit w/Center vertical support w/Conference Rm w/door	WHITE	$2,737.00	$3,910.00	

GRAPHICS
For Custom Logo Headers or Custom Panels for Hardwall Booths, please call #808-832-2434 for a quote, more information or required formats.
If any work is needed prior to graphics printing the file, computer labor may be charged.

QTY	CUSTOM EXHIBIT ACCESSORIES	ADVANCE PRICE	FLOOR PRICE	PRICE
	1/2 Meter x 1/2 Meter	$158.00	$225.70	
	1 Meter x 1/2 Meter	$210.50	$300.75	
	1 - Meter Shelf	$52.75	$75.50	
	Clip-on Lights	$52.75	$75.50	
	Light Box, 24 x 36	$368.50	$526.50	

CANCELLATION POLICY: No refund will be given on any cancellation done after the advance order deadline date. Please call for pricing if ordering after the advance order deadline. No guarantees on availability after advance order deadline.

Sub-Total	
4.712% Excise Tax:	
TOTAL:	

COMPANY NAME			ORDERED BY		BOOTH #
STREET ADDRESS			CITY	STATE	COUNTRY
PHONE NUMBER	EXTENSION	FAX NUMBER	EMAIL ADDRESS		
AUTHORIZED CONTACT SIGNATURE			AUTHORIZED CONTACT-PLEASE PRINT		DATE

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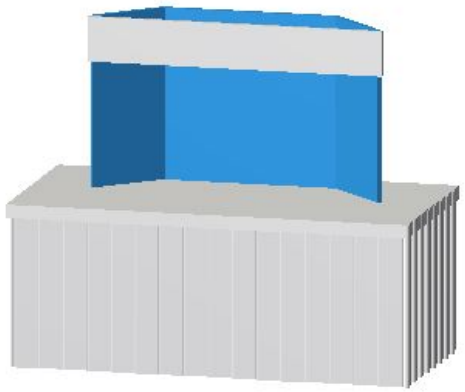
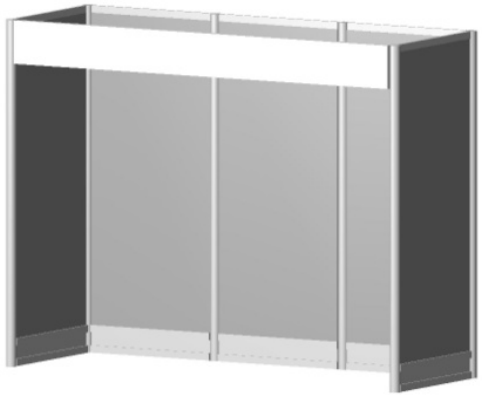
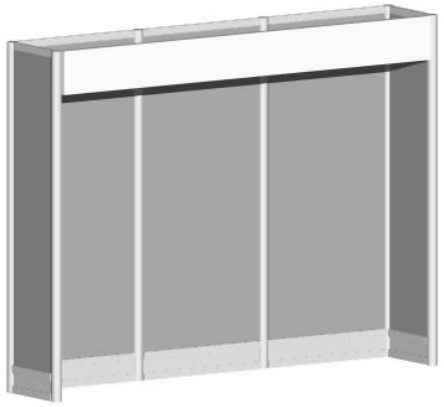
CUSTOM EXHIBITS RENTALS (DOES NOT INCLUDE ELECTRICITY)



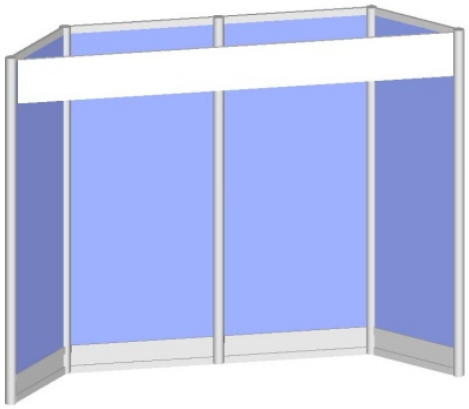
Basic Perf Pkg ‘6 #1



Basic Perf. Pkg. 10’ #1

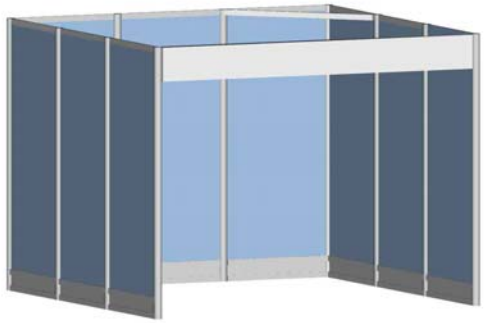


Basic Perf. Pkg. 10’ #1B



Basic Perf. Pkg. 10’ #2

Basic Perf. Pkg. #3



Basic Perf. Pkg. #4

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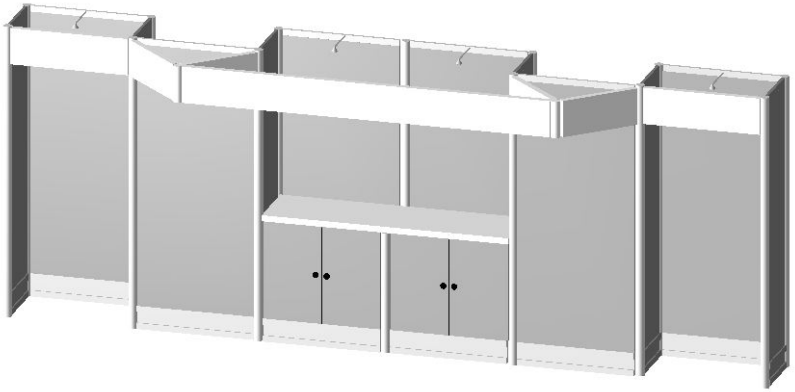
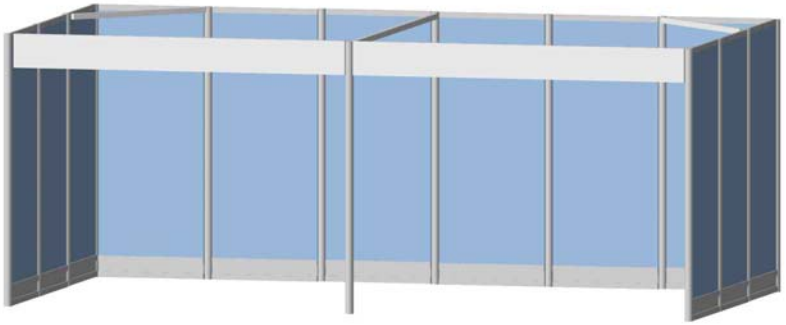
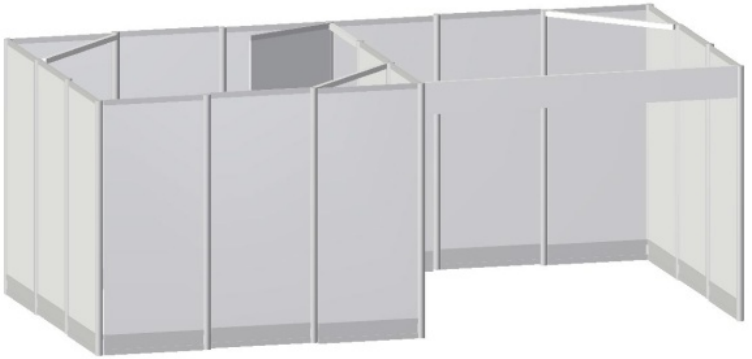
Basic Perf. Pkg. 10’ #5



Perf. Pkg. #1 10’x20’ Backwall



Perf. Pkg. #2 10’x20 In-Line



Perf. Pkg #3 10’x20’ In-Line w/ Conf. Room

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2014 HONOLULU MARATHON EXPO

HAWAII CONVENTION CENTER
DECEMBER 10 - 13, 2014

RETURN TO: ICES
1004 MAKEPONO STREET
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Advance Order Deadline: NOV. 21, 2014

SIGNS & GRAPHICS ORDER FORM

Qty	Foamcor Sign w/Digital Print (Must be in Print-Ready Format)	Advance $	Floor $	Price $
	11" x 14"	$41.00	$58.75	
	14" x 22"	$44.50	$63.75	
	22" x 28"	$52.75	$75.50	
	28" x 44"	$87.75	$125.50	
	Easel Backs Available (3 sizes)	$11.50	$16.50	

Qty	Foamcor Sign w/Vinyl Cutout Letters (10 Words Maximum)	Advance $	Floor $	Price $
	Available up to size of 4' x 10'	call for $$	not avail.	

Qty	White Vinyl Banner w/grommets (one-sided & plain copy)	Advance $	Floor $	Price $
	2' x 10'	$155.50	$222.25	
	3' x 10'	$233.25	$333.25	
	2' x 15'	$233.25	$333.25	
	3' x 15'	$350.00	$500.00	
	2' x 20'	$311.00	$444.25	
	3' x 20'	$466.75	$666.75	
	LOGOS (W/CAMERA READY ART)	PLEASE CALL FOR $$		

Qty	Digital Printed Signs,Banners & Photos ($ per sq. ft.)	Advance $	Floor $	Size (in ft.)	Price $
	Banners, White Background, 1sided, Full Color w/grommets	$15.50	$22.25		
	Banners, Colored vinyl w/vinyl copy avail. Please specify color of banner material (Must be ordered 30 days in advance).	call for $$	not avail.		
	Banners, Vinyl w/Logo, complexed, multicolored or shaded will need to be appliqued onto banner.	$17.75	$25.50		
	Photo Enlargements, Laminated on Foamcor	$17.75	$25.50		
	Signs, Full color, Laminated on Foamcor	$17.75	$25.50		
	Vinyl Cutout Letters, Numbers, Arrows (not mounted)	call for $$	not avail.		
	Any required additional computer work (min. 1 hour)	$66.75	$95.35		
				Sub-Total	
				4.712% Tax	
				Total	

- On digital printing or logos, we must have the artwork on disc, CD, Zip or e-mailed to us.
- All graphic work must be in IBM PC format and must be in the EPS file format.
- All drawing or photograph work must be in TIFF or high JPEG file format
- Color matching is not guaranteed. **Currently, we do not accept any Mac files.**
- Unit price includes 1 proof (if time permits). Each add'l is based upon $60.00 per hour (1 hr min.)

PLEASE INDICATE COPY COLOR: (circle one)

BLACK RED BLUE BROWN GREEN PURPLE YELLOW

COMPANY NAME:		ORDERED BY:		BOOTH NUMBER:
STREET ADDRESS:		CITY:	STATE:	ZIPCODE:
PHONE NUMBER:	EXTENSION:	FAX NUMBER:	EMAIL ADDRESS	
AUTHORIZED CONTACT SIGNATURE:		AUTHORIZE CONTACT-PLEASE PRINT:		DATE:

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2014 HONOLULU MARATHON EXPO

HAWAII CONVENTION CENTER

DECEMBER 10 - 13, 2014

RETURN TO: **ICES**

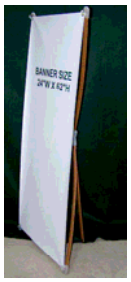
1004 MAKEPONO STREET

HONOLULU, HI 96819

PH (808) 832-2430 * FAX (808) 832-2431

Advance Order Deadline: NOV. 21, 2014

PORTABLE BANNER STAND W/ BANNER ORDER FORM



Qty	BANNER FRAMES (RENTAL ONLY)	Advance Price	Floor Price	Price
	LARGE TRIPOD - 24" x 70"	$52.75	$75.50	
	BAMBOO FRAME, 24" X 68"	$50.00	$71.50	

Qty	PURCHASE OF BANNER (Client to Supply Artwork) PRICE INCLUDES RENTAL OF BANNER STAND	Advance Price	Floor Price	Price
	For Large Stand (Banner size 24" x 68")	$263.25	$376.00	
	For Bamboo Stand (Banner size 24" x 62")	$250.00	$357.25	

* If ordered after advance deadline date but up to 5 working days **prior** to Exhibitor's move-in. No Guarantees if ordered after this deadline.

Qty	PURCHASE OF BANNER (ICES to create banner) PRICE INCLUDES RENTAL OF BANNER STAND	Advance Price	Price
	For Large Stand (Banner size 24" x 68")	$368.50	
	For Bamboo Stand (Banner size 24" x 62")	$300.00	

* Client must provide information for banner by advance deadline date. No orders will be accepted after the advance order deadline date.

- On digital printing or logos, we must have the artwork on disc, CD, Zip or e-mailed to us.
- All graphic work must be in IBM PC format and must be in the EPS file format.
- All drawing or photograph work must be in TIFF or high JPEG file format.
- Color matching is not guaranteed. **Currently, we do not accept any Macintosh generated files.**

Sub-Total	
4.712% Excise Tax	
Total	

CANCELLATION POLICY: There is no cancellation allowed once your custom banner order has been placed. NO REFUND WILL BE ISSUED ON ANY CUSTOM BANNER ORDER. NO REFUND ISSUED ON ANY RENTAL ORDERS CANCELLED AFTER THE ADVANCE ORDER DEADLINE DATE. Colors on artwork will be matched as close as possible.

COMPANY NAME		ORDERED BY		BOOTH #
STREET ADDRESS		CITY	STATE	ZIP CODE
PHONE NUMBER	EXT	FAX NUMBER	EMAIL ADDRESS	
AUTORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT - PLEASE PRINT		DATE

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DECEMBER 10 - 13, 2014

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1004 MAKEPONO STREET
HONOLULU, HI 96819

PH (808) 832-2430 * FAX (808) 832-2431

Advance Order Deadline: NOV. 21, 2014

INSTALLATION & DISMANTLE LABOR ORDER FORM

I & D LABOR SUPERVISION SERVICES – *Indicate service desired*

ICES **SUPERVISED (OK To Proceed)**

ICES to supervise labor:

Unpack and install display before exhibitor arrival at show site.

Dismantle pack and arrange to ship display after show closing.

A 25% ($50.00 minimum) surcharge will be added to the labor rates below for this professional supervision.

EXHIBITOR SUPERVISED (Do Not Proceed)

Exhibitor will supervise

Indicate workers needed for installation **and** dismantling

Starting time can be guaranteed only when labor is requested for the start of the working day at 8AM. All exhibit labor for 8AM starting times will be dispatched to booth space. For all other starting times, check in at the ICES Service Desk one-half (1/2) hour before time requested. Labor cancelled without 24-hour notice shall be charged a one (1) hour cancellation fee per worker. If exhibitor fails to use the workers at the time confirmed, a one-hour "No show" charge per worker will apply.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in one (1) hour increments. Gratuities in any form, including cash, gifts or labor hours for work not actually performed is prohibited. All rates are subject to change if necessitated by increased labor costs.

Advance Display Labor Rates:	**Times**	**Hourly Rates**
Straight Time	Monday through Friday between 8:00 AM and 4:30 PM	$72.00
Overtime	All other hours	$144.00

On site Display Labor Rates:	**Times**	**Hourly Rates**
Straight Time	Monday through Friday between 8:00 AM and 4:30 PM	$84.75
Overtime	All other hours	$169.50

Please estimate the number of workers and hours per worker needed below. Invoices will be calculated according to actual hours worked.

SCHEDULE			# OF HOURS	# OF WORKERS	RATE	TOTAL
DATE(S)	START TIME	END TIME				
	AM / PM	AM / PM				
	AM / PM	AM / PM				
	AM / PM	AM / PM				
	AM / PM	AM / PM				
	AM / PM	AM / PM				

TOTAL SERVICES ORDERED	$
ADD 25% ($50.00 MIN.) FOR ICES SUPERVISION	$
ADD 4.712% HAWAII EXCISE TAX	$
TOTAL DUE	$

COMPANY NAME		ORDERED BY:		BOOTH NUMBER
STREET ADDRESS		CITY	STATE	ZIP CODE
PHONE NUMBER	EXTENSION	FAX NUMBER	EMAIL ADDRESS	
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT-PLEASE PRINT		DATE

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Advance Order Deadline: NOV. 21, 2014

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

* Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
* International Exhibitors remember - Shipments originating from countries other than the U.S. must be cleared through customs. Please call for additional info: Phone (808) 832-2430 or email us at ices@iceshawaii.com.

PLEASE COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

Pick-up Information
Requested Pick up Date: _____
Shipper Name: _____
Shipper Address: _____

_____
CITY STATE ZIP CODE

DESTINATION:

I will be shipping to the WAREHOUSE

ICES / Exhibiting Company Name / Booth #
2014 HONOLULU MARATHON EXPO
c/o ICES
1004 Makepono Street
Honolulu, HI 96819
Must be delivered by: Thursday, December 4 by 3:00 PM

I will be shipping directly to SHOW SITE

ICES / Exhibiting Company Name / Booth #
2014 HONOLULU MARATHON EXPO
c/o ICES
Hawaii Convention Center
1801 Kalakaua Avenue
Honolulu, HI 96815
Cannot be delivered before: 12:00 PM on Monday, December 8

Type of Service
1 Day: Delivery next business day (before 3:00PM)
2 Day: Delivery by 3:00 PM second business day
Deffered: Delivery within 3 - 4 business days
Declared Value $ _____
AIR TRANSPORTATION charges are billed by dimensional weight or actual weight (whichever is greater)
Standard Ground

SHIPPING INFORMATION:

Items to be shipped:

Number of Pieces	Est. Weight
Crates (wooden)	
Cartons (cardboard)	
Cases/Trucks (Fiber) Color: _____	
Skides / Pallets	
Carpet (color_____)	
Other (_____)	
Total	

Size of largest piece: (H)_____ (W) _____ (L) _____
NOTE: Shipments will be weighted and measured prior to delivery.

OUTBOUND SHIPPING

I would like to schedule outbound shipping with an ICES Carrier. Please provide me with a Material Handling Authorization Form at show site for my shipping instructions and signature. Please make sure you bring with you your return labels. Should you need ICES to provide you with labels, please complete the following information:

Ship to Address:

_____
_____
_____
_____
City State Zip Code

# of Labels you are requesting from ICES _____

PLEASE FAX THIS FORM BACK TO ICES
(808) 832-2431

AN ICES ACCOUNT EXECUTIVE OR COORDINATOR WILL CONTACT YOU UPON RECEIPT OF THIS FORM. THEY REVIEW THE INFORMATION ABOVE & FINALIZE THE DETAILS WITH YOU.

SHOULD YOU NEED HELP FILLING OUT THIS FORM, PLEASE DON'T HESITATE TO CONTACT US AT (808) 832-2430

COMPANY NAME	ORDERED BY		BOOTH NUMBER
STREET ADDRESS	CITY	STATE / ZIP CODE	COUNTRY
PHONE NUMBER / EXTENSION	FAX NUMBER	EMAIL ADDRESS	
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE	

This order is accepted with the understanding that fire, strikes, transportation problems, or any other mitigating factor out of ICES's control will release ICES from any legal obligation of performance. A finance change of 1.5% per month (18% annum) applies to any balance due not paid within thirty (30) days of invoice date. All orders are governed by ICES Payment Policy and the Limits of Liability & Responsibility.

ICES KEY INFORMATION FORM

2014 HONOLULU MARATHON EXPO

HAWAII CONVENTION CENTER

DECEMBER 10 - 13, 2014

RETURN TO: ICES

1004 MAKEPONO STREET

HONOLULU, HI 96819

PH (808) 832-2430 * FAX (808) 832-2431

Advance Order Deadline: NOV. 21, 2014

CLEANING ORDER FORM

☆Cleaning Services including vacuuming of booth area and emptying wastebasket at time of vacuuming

☆Prices are based on total square footage of booth regardless of area to be cleaned.

☆100 sq. ft. minimum

☆Our exclusive cleaning contract for this show will not permit other service contractors, including exhibitor appointed contractors to provide this service.

☆Show site Prices wil apply to all cleaning orders placed at showsite.

VACUUMING *(per sq. ft. - 100 sq. ft. minimum)*

* Includes emptying of your booth's wastebasket(s) at the time of vacuuming.

Qty (sq.ft.)	Description	Adv. Price	Floor Price	Total
	Booth Vacuuming - Pre Show (One Time)	$ 0.45	$ 0.65	
	Booth Vacuuming - 2 Days	$ 0.90	$ 1.30	
	Booth Vacuuming - 3 Days	$ 1.35	$ 1.95	
	Booth Vacuuming - 4 Days	$ 1.80	$ 2.60	

PORTER SERVICE *(per day)*

* Includes emptying of your booth's wastebasket(s) and policing of your exhibit area at two-hour intervals during show hours.

Qty (sq.ft.)	Description	Adv. Price	Floor Price	Total
	Exhibit Area / Under 500 sq. ft.	$ 108.25	$ 154.75	
	Exhibit Area / 501 - 1,500 sq. ft.	$ 123.25	$ 176.00	
	Exhibit Area / 1,501 - 2,500 sq. ft.	$ 183.00	$ 261.50	
	Exhibit Area / Over 2,500 sq. ft.	**See Note**		

NOTE:

Determined by adding the rate for 2500 sq. ft. plus the rate for the difference between 2500 sq. ft. and the total size of booth.

(Ex. 4000 sq. ft. booth = 2500 ($183.00) + 1500 ($123.25) - Total $306.25 if ordered by adv. order deadline date).

To avoid any misunderstanding regarding these services, please bring any discrepencies to our attention at the ICES Service Desk. ICES will be unable to adjust invoices after the close of the show. No refunds or credits will be issued on all orders cancelled after the advance order deadline date.

SUB - TOTAL	$
4.712% EXCISE TAX	$
PAYMENT ENCLOSED	$

COMPANY NAME		ORDERED BY:		BOOTH NUMBER	
STREET ADDRESS		CITY	STATE	ZIP CODE	COUNTRY
PHONE NUMBER	EXTENSION	FAX NUMBER	EMAIL ADDRESS		
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT-PLEASE PRINT		DATE	

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2014 HONOLULU MARATHON EXPO
HAWAII CONVENTION CENTER
DECEMBER 10 - 13, 2014

RETURN TO: ICES
1004 MAKEPONO STREET
HONOLULU, HI 96819
PH (808) 832-2430 * FAX (808) 832-2431

Advance Order Deadline: NOV. 21, 2014

FORKLIFT LABOR ORDER FORM

FORKLIFT LABOR RATES

Exhibitors requiring forklifts to assemble displays or when uncrating, unskidding, positioning and reskidding equipment & machinery will need to estimate their needs below. A forklift is required for moving equipment or materials weighing 200 pounds or more. If you require a forklift, a crew will be assigned consisting of a forklift with an operator.

Hourly Rates	Times	Forklift w/ Operators
Straight Time	8:00 AM TO 4:30 PM	$ 155.25
Over Time	Saturday, Sunday, Monday - Friday Before 8:00AM or After 4:30PM	$ 232.75
Double Time	Holidays	$ 310.50

* 5,000 lbs. maximum capacity. LARGER FORKLIFT AND CRANE SERVICE IS AVAILABLE BY ADVANCE REQUEST.

The **minimum charge for labor and equipment is one (1) hour per forlift with operator**. Equipment and labor cancelled without 24-hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. Gratuities in any form including labor hours for work not performed are prohibited and will not be honored by **ICES**. All rates are subject to change if necessitated by increased labor and material costs. If exhibitor fails to use the laborers and equipment at the time confirmed, a one (1) hour "No Show" charge per laborer and forklift will apply.

ORDER

Reserve forklifts with operators below by the advance order deadline date. Starting times can be guaranteed only when labor is requested for 8AM. Confirm forklift(s) by 2:30 PM the day before date requested. Please have a representative pick up the crew at the **ICES** Service Desk & supervise the work to be done. Upon completion, the exhibitor's representative will return the crew to **ICES** Service Desk and approve the work order.

We will need:

	Date	Start Time	# of Equip.	Approx Hrs	Total Hrs	Hourly Rate	Est. Total Cost
Installation							
Dismantling							
				Sub-Total			$
				Add 4.712% Excise Tax			$
				Total Payment Enclosed			$

* Allow time for return of empty containers.

Lift Capacity _____ Height Required _____

Describe work to be done: _____

COMPANY NAME		ORDERED BY:		BOOTH NUMBER	
STREET ADDRESS		CITY	STATE	ZIP CODE	COUNTRY
PHONE NUMBER	EXTENSION	FAX NUMBER	EMAIL ADDRESS		
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT-PLEASE PRINT		DATE	

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Advance Order Deadline: NOV. 21, 2014

ELECTRICAL SERVICE ORDER FORM

IMPORTANT

- ELECTRICITY WILL BE TURNED ON WITHIN 30 MINUTES OF SHOW OPENING AND OFF WITHIN 30 MINUTES AFTER SHOW CLOSING.
- IF YOU NEED 24 HOUR POWER & DEDICATED CIRCUITS (20 AMP MIN) WILL BE DOUBLED THE LISTED PRICE. PLEASE DOUBLE RATES BELO
- TO RECEIVE ADVANCE SHOW PRICES, WE MUST RECEIVE YOUR ORDER WITH PAYMENT IN FULL BY THE DEADLINE DATE ABOVE. ALL OTH ORDERS WILL BE CHARGED AT REGULAR PRICE. WE ACCEPT MASTERCARD, VISA, DISCOVER & AMEX CARDS.
- PLEASE ORDER YOUR ELECTRICAL SERVICE ASAP. TAKE ADVANTAGE OF THE ADVANCE ORDER PRICES. PLEASE NOTE THE ELECTRICAL HOOK-UPS WILL BE DONE IN THE BACK OF THE BOOTHS. LABOR CHARGES WILL BE INCURRED FOR ANY HOOK-UPS OTHER THAN IN BACK OF BOOTHS.
- **NO CREDITS WILL BE ISSUED ON OUTLETS OR LIGHTS INSTALLED AS ORDERED EVEN THOUGH NOT USED.**
- FOR YOUR CONVENIENCE, WE WILL USE YOUR CREDIT CARD AUTHORIZATION TO CHARGE ANY ADDITIONAL AMOUNTS INCURRED AS A RESULT OF SHOWSITE ORDERS PLACED BY YOU OR YOUR REPRESENTATIVE. THESE CHARGES MAY INCLUDE LABOR AND MATERIALS.

QTY	STANDARD ELECTRICAL SERVICE (120 Volts - per single receptable)	ADVANCE RATE	FLOOR RATE	24 HOUR POWER DOUBLE THE RATE	SUB-TOTAL
	10 Amps (Approx. 480 watts)	$237.00	$338.75		
	15 Amps (Approx. 960 watts)	$279.50	$399.25		
	20 Amps (Approx. 1920 watts)	$308.75	$441.00		

QTY	MOTOR/MACHINERY & DIST. SVC. (208 Volt)*		ADVANCE RATE	FLOOR RATE	24 HOUR POWER DOUBLE THE RATE	SUB-TOTAL
	10 Amps	(Single Phase)	$321.75	$459.75		
	15 Amps	(Single Phase)	$362.75	$518.25		
	20 Amps	(Single Phase)	$403.75	$576.75		
	30 Amps	(Single Phase)	$526.75	$752.50		
	40 Amps	(Single Phase)	$588.50	$840.75		
	60 Amps	(Single Phase)	$876.00	$1,251.50		
	100 Amp	(Single Phase)	$1,074.25	$1,534.75		
	150 Amp	(Single Phase)	$1,422.75	$2,032.50		
	200 Amp	(Single Phase)	$1,904.50	$2,720.75		
	10 Amps	(Three Phase)	$567.75	$811.00		
	15 Amps	(Three Phase)	$629.50	$899.25		
	20 Amps	(Three Phase)	$725.25	$1,036.00		
	30 Amps	(Three Phase)	$978.50	$1,398.00		
	40 Amps	(Three Phase)	$1,094.50	$1,563.50		
	60 Amps	(Three Phase)	$1,135.50	$1,622.25		
	100 Amp:	(Three Phase)	$1,751.25	$2,501.75		
	150 Amp:	(Three Phase)	$2,114.00	$3,020.00		
	200 Amp:	(Three Phase)	$2,572.00	$3,674.25		

*** LABOR ORDER & LAYOUT FORMS ARE REQUIRED FOR 208V SERVICES.**

QTY	SERVICE ACCESSORIES	ADVANCE RATE	FLOOR RATE	SUB-TOTAL
	15' Extension Cord	$31.75	$45.50	
	25' Extension Cord	$42.00	$60.00	
	50' Extension Cord	$65.50	$93.50	
	Power Strip	$29.75	$42.50	

All electrical placement other than back of in-line booth 10X10 or 10X20 must include electrical labor order & layout forms. Call for rates on services not listed including truss & exhibit lighting.

SUB-TOTAL	
4.712% TAX	
TOTAL	

COMPANY NAME		ORDERED BY:		BOOTH NUMBER
STREET ADDRESS		CITY	STATE	ZIP CODE
PHONE NUMBER	EXTENSION	FAX NUMBER	EMAIL ADDRESS	
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT-PLEASE PRINT		DATE

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REGULATIONS AND GENERAL INFORMATION

1. ICES is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer(s). All electrical installation and connections to all electrical service must be made by an ICES electrician. ICES will not be responsible for any damage or loss equipment, component, computer hardware or software and/or any damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by person other than ICES's electrician.
2. Electricity will be turned on within 30 minutes of show opening and turned off within 30 minutes after show closing.
3. 24 hour service to any outlet will be double the list price.
4. Dedicated power (20 AMP min) is double the listed price, and can only be activated before show opening with advance arrangements for date needed.
5. All electrical outlets will be installed on the floor at the draped backwall of in-line booths and peninsula spaces. Exhibitors with hardwall displays must arrange for power to be dropped inside the booth if necessary; this will be done on a time and material basis. If no plan is provided, the power will be installed at our discretion. Additional power drops are chargeable on a time and material basis. Distribution and connection(s) to equipment is chargeable on a time and material basis.
6. All island booths must attach layout of booth and drawing of where you would like to have the electrical lines installed. The electrical box is located in back of the booth. There will be electrical labor charges incurred for the placement of your electrical lines. Please see attached "Electrical Labor Order Form" for the rates and additional information. Should you have any questions regarding electrical line placement in your booth, please all us at (808) 832-2430.
7. Local ordinances prohibit more than 2000 watts per lighting circuit and only one connection for power and motor outlets.
8. All wiring, motors, electrical installations, etc. must be approved. To prevent overloading of circuits, exhibitors cannot add wattage except as ordered.
9. All electrical permits required by the Local Building and Safety Code will be obtained by the electrical contractor.
10. All flood light, column, and wall outlets are not a part of booth space. A separate outlet must be ordered at regular price for each piece of equipment to be connected.
11. Special handling, hookups, repairs or installation of electrical will be done on a time and material basis.
12. Installation is subject to Local Union Contract and Jurisdiction.
13. All equipment should be properly tagged and wired with full information as to current, voltage, phase, cycle, horsepower, etc. and ready for connection.

14. All outlets over 20 amps or with a voltage of over 150 volts require electrical labor. This includes a 1 hour minimum to inspect exhibitor equipment that is pre-wired to plug into our system.

ELECTRICAL CONTRACTOR'S RESPONSIBILITIES

As the Official Electrical Contractor, we will be responsible for:

- All under-carpet distribution of electrical wiring
- All facility overhead distribution of electrical wiring, including coaxial cable, fiber optics and the distribution of same from product to booth and from booth to booth.
- All motor and equipment hook-ups requiring hard wire connections.
- Installation and/or repair of electrical fixtures.
- Installation of electrical motors to be energized and electrical apparatus.

The above items require electrical labor, which may be ordered in the Electrical Labor section on the reverse side.

ELECTRICAL CODE

Electrical Services for Exhibits at Convention Facilities

Electrical requirements for an exhibit at all convention facilities are for the safety of all exhibitors and are based on national Electrical Codes and local ordinances.

Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding of the risks involved.

In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exists. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and material basis. If the exhibitor does not wish to have the fault corrected, electrical services to the offending booth will not be connected.

If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to convention facilities.

Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:

- All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
- Spot or floor lighting is a hazard when lamps are too close to fabrics or other materials which can be affected by heat.
- The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
- Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities. PLEASE LEAVE ALL 2-WIRE CORDS AT HOME!

ICES

(INTERNATIONAL CONVENTION & EVENT SERVICES)

2014 HONOLULU MARATHON EXPO

HAWAII CONVENTION CENTER

DECEMBER 10 - 13, 2014

EXHIBITOR ELECTRICAL INFORMATION SHEET

Save Time and Money!! Read Before You Order!

ICES, a provider of electrical services to trade shows and conventions, is commited to customer service. With that in mind, we are providing you with the following information sheets to help you order your electrical service. If you have any questions about your order, please call a Customer service Representative at (808) 832-2430.

ELECTRICAL ORDER CHECKLIST

Complete your Electrical Rental Order Form

- ☐ Do you require additional Lighting?
- ☐ Check the rating plates on your electrical equipment for wattage or amps, horsepower for motors, voltage and phase.
- ☐ Order 24-hour power if needed. Electricity is normally turned on one hour before each day's show opening and off one-half hour after each day's show closing
- ☐ Indicate your electrical labor requirements on the order form. See attached sheet for further information about the electrical contractor's areas of responsibility.
- ☐ Include a booth floorplan. You may use the attached form to make a scaled drawing, indicating service and lighting locations as well as the adjacent aisle and booth numbers.
- ☐ ENCLOSE PAYMENT. Include a check or complete credit card information on the Payment & Calculation Form that is enclosed in the Exhibitors Service Kit.
- ☐ Review the Electrical Code Requirements on the Regulations and General Information Form. Bring only the electrical equipment that you can use at showsite.
- ☐ Contact a Customer Service Representative with any questions you may have. They may be reached at (808) 832-2430 or via email at ices@iceshawaii.com.

1004 Makepono Street * Honolulu, HI 96819 * Phone (808) 832-2430 Fax (808) 832-2431

ICES

(International Convention & Event Services)

2014 HONOLULU MARATHON EXPO
HAWAII CONVENTION CENTER
DECEMBER 10 - 13, 2014

ICES HAS JURISDICTION OVER THE FOLLOWING:

- Electrical distribution under carpet.
- Electrical distribution overhead, out of floor boxes and/or connections to dimmers, disconnects or sound and projection equipment. *
- Installation of lighting fixtures, tracklight and power tracks including theatrical lights used as spots or floods.
- All data cable (fiber optic or copper) and co-axial cable.
- Distribution from outlets to equipment.
- Electrical apparatus or equipment wiring or repairs.
- Booth to Booth cable runs.
- Video Antenna Feed*
- Wiring of overhead electrical signs
- Connection of electrical motors or controls including any line wiring to machinery.
- All special and static lighting for displaying of products, booths or areas having sales demonstrations and all presentations, regardless of location. In the case of production or stages, **ICES** will furnish power source to dimmer boards or disconnects and energize.* **ICES** will then be responsible for obtaining power and the maintenance of all power.

THE ABOVE SERVICES ARE DONE ON A TIME & MATERIAL BASIS AND CANNOT BE PERFORMED BY OTHER ELECTRICAL CONTRACTORS, I & D HOUSES OR EXHIBITORS.

* ALL LABOR USED IN THE EXHIBIT AREA OF THE FACILITY WILL BE SUPPLIED THROUGH **ICES**.

ELECTRICAL INFORMATION SHEET

* 1004 Makepono Street * Honolulu, HI 96819 * Phone (808) 832-2430 * Fax (808) 832-2431

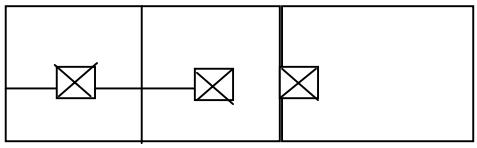
2014 HONOLULU MARATHON EXPO
HAWAII CONVENTION CENTER
DECEMBER 10 - 13, 2014

COMMONLY ASKED QUESTIONS

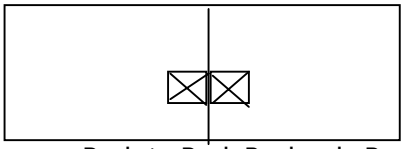
Where will my outlet be located?

There are four different types of trade show booths: Line Booths, Peninsula Booths, Back-to-Back Peninsula Booths and Island Booths.

Each type of booth has its own method of installation. In the following diagrams, the symbol ☒ represents the approximate location of power outlets.

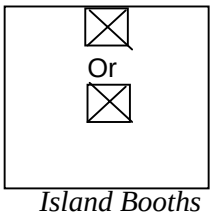


Line Booths Peninsula Booth



Back-to-Back Peninsula Booths

One Drop within booth when power Source is meeting or one location on perimeter when power source is in the floor.



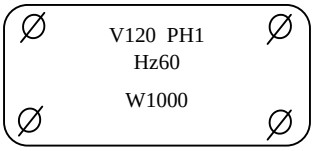
Island Booths

Line Booths, Peninsula Booths, or Back-to-Back Peninsula Booths: Your pre-ordered Electrical Outlet will be installed at the rear of your booth, at the drape line.

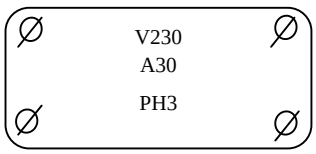
Island Booths: You need to designate one location for each outlet you order. Multiple outlet locations will be charged on a Labor and Material basis. For facilities with power originating in the floor, your Electrical Outlet will be placed at one location at our discretion. All other distribution will be done on a Time and Material basis. If you fail to provide us with a floorplan, we will bring your power to one location at our discretion.

How much power do I need?

Calculate your lighting needs by adding wattage in each location. For other equipment, read the Ratings from the metal plates attached to each unit.



120 Volt Single Phase , 60 Cycle, 1000 Watts



230 Volts, 30 Amps, 3 Phase

2014 HONOLULU MARATHON EXPO
HAWAII CONVENTION CENTER
DECEMBER 10 - 13, 2014

RETURN TO: ICES
1004 MAKEPONO STREET
HONOLULU, HI 96819
PHONE (808) 832-2430 * FAX (808-832-2431

Advance Order Deadline: NOV. 21, 2014

ELECTRICAL OUTLET LAYOUT FORM

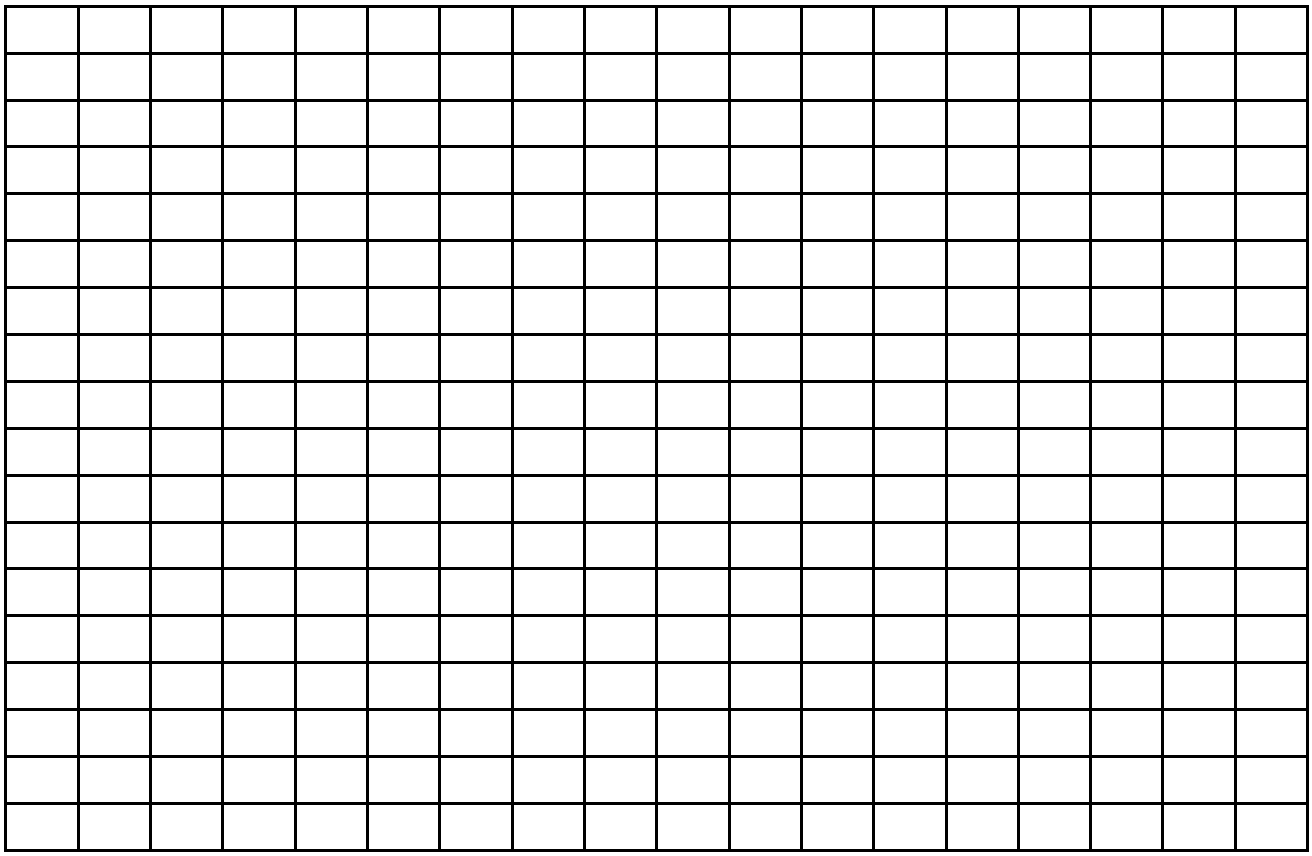
To ensure that your outlets and lighting are properly placed, a Booth Floorplan must be submitted with your Electrical Rental Order Form. If you do not have a plan, please use the grid on this page and submit it with your electrical order.

To use this grid:

- ⇨ Use bold lines to indicate the outline of your booth.
- ⇨ Indicate the scale of the grid (e.g. 1 square = 2 feet) or indicate the dimensions of your booth
- ⇨ Mark the adjacent booth numbers or aisle numbers. This will help us orient your service correctly.
- ⇨ Mark outlet locations, expressed in amps and voltage in each location.
- ⇨ Mark main power location.
- ⇨ Please send this sheet with your prepaid Electrical Rental Order Form.

Exhibitor Name: _____ Booth #: _____

Adjacent Booth or Aisle Number: _____



Adjacent Booth or Aisle Number: _____

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Advance Order Deadline: NOV. 21, 2014

ELECTRICAL LABOR ORDER FORM

ELECTRICAL LABOR SUPERVISION SERVICES – *Indicate service desired*

☐ **ICES ELECTRICIAN SUPERVISED (OK To Proceed)**
ICES will supervise electrical labor:
→ Install electrical distribution under carpet or in booth structure, install coaxial, fiber optics or data cable per attached floor plan.
→ Dismantle all electrical distribution installed prior to event opening.
A 25% ($50.00 minimum) surcharge will be added to the labor rates below for this professional supervision.

☐ **EXHIBITOR SUPERVISED (Do Not Proceed)**
Exhibitor will supervise:
→ Installation of electrical distribution, coaxial, fiber optics or data cable.
Exhibitor will need workers on (date)_____at (time)_____AM PM for (hours)_____
→ Dismantling of all electrical distribution, coaxial, fiber optics or data cable installed prior to event opening.
Exhibitor will need workers on (date) _____at (time)_____AM PM for (hours)____

Starting time can be guaranteed only when labor is requested for the start of the working day at 8AM. All exhibit labor for 8AM starting times will be dispatched to booth space. For all other starting times, check in at the **ICES** Service Desk one-half (1/2) hour before time requested. Labor canceled without 24-hour notice shall be charged a one (1) hour cancellation fee per worker. If exhibitor fails to use the workers at the time confirmed, a one-hour "No show" charge per worker will apply.

Display Labor Rates	Times	Hourly Rates
Straight Time	Monday through Friday between 8:00 AM and 4:30 PM	$76.00
Overtime	All other hours	$152.00

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in one (1) hour increments. Gratuities in any form, including cash, gifts or labor hours for work not actually performed is prohibited. All rates are subject to change if necessitated by increased labor costs.
Please estimate the number of workers and hours per worker needed below. Invoices will be calculated according to actual hours worked.

	# of Workers	# of Hour(s) per Worker	Total Hrs.	Rate	Total
Installation					$
Dismantling					$
				TOTAL SERVICES ORDERED	$
				ADD 25% ($50.00 MIN.) FOR ICES SUPERVISION	$
				ADD 4.712% EXCISE TAX	$
				TOTAL	$

COMPANY NAME			ORDERED BY:	BOOTH NUMBER
STREET ADDRESS		CITY	STATE	ZIP CODE
PHONE NUMBER	EXTENSION	FAX NUMBER	EMAIL ADDRESS	
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT-PLEASE PRINT		DATE

This order is accepted with the understanding that fire, strikes, transportation problems, or any other mitigating factor out of ICES's control will release ICES from any legal obligation of performance. A finance charge of 1.5% per month (18% annum) applies to any balance due not paid within thirty (30) days of invoice date. All orders are governed by ICES Payment Policy and the Limits of Liability & Responsibility.

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PLANTS & FLORAL

TROPICAL POTTED PLANTS (RENTAL)

Qty	SIZE (HT)	ADVANCE PRICES (each) Without Basket	ADVANCE PRICES (each) With Basket	FLOOR PRICES (each) Without Basket	FLOOR PRICES (each) With Basket	Price
	4'	$24.00	$39.00	$34.50	$55.75	
	6'	$36.00	$51.00	$51.50	$73.00	
	8'	$48.00	$63.00	$68.50	$90.00	

GREEN & BLOOMING PLANTS (RENTAL)

** MAY NOT BE AVAILABLE DUE TO WEATHER OR VENDOR IS OUT OF STOCK*

Qty	TYPES OF PLANTS*	Adv. Price $ Per Plant	Floor Price $ Per Plant	Price
	MUMS	$31.75	$45.50	
	BROMELIADS	$42.25	$60.50	
	FERNS 6" POTS	$31.75	$45.50	
	FERNS 8" POTS	$42.25	$60.50	

CANCELLATION POLICY: No credit or refund will be issued for all above items cancelled after the advance order deadline date.

FLORAL TABLE ARRANGEMENTS - SPRING

Qty	SIZE	ADVANCE PRICES (each) Round	ADVANCE PRICES (each) One-sided	FLOOR PRICES (each) Round	FLOOR PRICES (each) One-sided	Price
	SMALL	$63.25	$58.00	$90.50	$83.00	
	MED	$94.75	$73.75	$135.50	$105.50	
	LG	$126.50	$105.25	$180.75	$150.50	

FLORAL TABLE ARRANGEMENTS-TROPICAL

Qty	SIZE	ADVANCE PRICES (each) Round	ADVANCE PRICES (each) One-sided	FLOOR PRICES (each) Round	FLOOR PRICES (each) One-sided	Price
	SMALL	$89.50	$68.50	$128.00	$98.00	
	MED	$103.25	$82.25	$147.50	$117.50	
	LG	$171.75	$137.00	$245.50	$195.75	

SPECIALTY ARRANGEMENTS - CALL FOR INFO

Qty	SIZE	ADVANCE PRICES (each) Round	ADVANCE PRICES (each) One-sided	FLOOR PRICES (each) Round	FLOOR PRICES (each) One-sided	Price
	SMALL	TBD	TBD	TBD	TBD	
	MED	TBD	TBD	TBD	TBD	
	LG	TBD	TBD	TBD	TBD	

CANCELLATION POLICY:

CANCELLATIONS MADE AFTER THE ADVANCE ORDER DEADLINE FOR ALL FLORAL ORDERS WILL RECEIVE NO REFUNDS.

Subtotal: $	
4.712% EXCISE TAX $	
TOTAL: $	

COMPANY NAME:	ORDERED BY:		BOOTH #
STREET ADDRESS	CITY		ZIP CODE
PHONE NUMBER: EXTENSION	FAX NUMBER:	EMAIL ADDRESS	
AUTHORIZED CONTACT SIGNATURE:	AUTHORIZED CONTACT - PLEASE PRINT		DATE

This order is accepted with the understanding that fire, strikes, transportation problems, or any other mitigating factor out of ICES's control will release ICES from any legal obligation of performance. A finance charge of 1.5% per month (18% annum) applies to any balance due not paid within thirty (30) days of invoice date. All orders are governed by ICES Payment Policy & the Limits of Liability & Responsibilty.

2014 HONOLULU MARATHON EXPO

HAWAII CONVENTION CENTER
DECEMBER 10 - 13, 2014

RETURN TO: ICES
1004 MAKEPONO STREET
HONOLULU, HI 96819
PH (808) 832-2430 * FAX (808) 832-2431

Advance Order Deadline: NOV. 21, 2014

AUDIO VISUAL & COMPUTER SERVICE FORM

(NOTE: ORDERS RECEIVED AFTER ADVANCE ORDER DEADLINE DATE WILL BE FILLED UPON AVAILABILITY)

PROJECTORS	Advance Daily Rate	Floor Daily Rate	Quantity	Number of Days	Total
XGA DLP Data Projector 2000 Lumen (1024x768) HDTV	$200.00	$285.75			
XGA LCD Data Projector 3500 Lumen (1024x768)	$300.00	$428.50			
VIDEO EQUIPMENT					
DVD Player	$40.00	$57.25			
Blu-Ray Player	$60.00	$85.75			
DVCAM Player/Recorder	$250.00	$357.25			
VIDEO MONITORS					
23" Flat Panel LCD Monitor 16:9 Ratio HDTV (Video and Data)	$65.00	$93.00			
26" Flat Panel LCD Monitor 16:9 Ratio HDTV (Video and Data)	$95.00	$135.75			
32" Flat Panel LCD Monitor 16:9 Ratio HDTV (Video and Data)	$150.00	$214.25			
40" Flat Panel LCD Monitor 16:9 Ratio HDTV (Video and Data)	$210.00	$300.00			
46" Flat Panel LCD Monitor 16:9 Ratio HDTV (Video and Data)	$400.00	$571.50			
46" HD Multi Touch Screen (20 touch) LCD Screen	$1,200.00	$1,714.25			
50" Plasma Display 16:9 Ratio 1024x768 (Video and Data)	$450.00	$643.00			
Dual Pole Plasma Floor Stand for 42" and 50" Models	$212.50	$303.50			
AUDIO					
Wireless UHF Lavalier Microphone	$100.00	$143.00			
Countryman E6 Wireless Headset Microphone and Belt-pack	$150.00	$214.25			
Wireless UHF Hand Held Microphone	$100.00	$143.00			
Hand Held Microphone (Wired)	$30.00	$43.00			
4 Channel Microphone Mixer	$40.00	$57.25			
JBL 510 10" Powered Speaker on Stand	$65.00	$93.00			
Portable CD/Cassette Player	$40.00	$57.25			
AUDIO LABOR					
Labor to setup presentation with rental equipment ($ per hr)	Call for Rates				
Labor to Plug & Play setup	$95.00	$135.75			
PRESENTATION ACCESSORIES					
Projection Screen (6 foot)	Call for Rates				
34" Projector/Monitor Cart	Call for Rates				
54" Monitor Cart w/Skirt	Call for Rates				
COMPUTERS					
Desktop Computer, window 7 , office 2010 , 4 GB RAM, 70 GB HD, DVD-RW	$125.00	$178.50			
Dell Laptop windows7, office 2010, 4gb ram	$150.00	$214.25			
iMac 2GHz, 512MB RAM, 250G Hard Drive with 20" Display	Call for Rates				
Mac Mini 1.42GHz, 512 RAM, 80G Hard Drive (Monitor Not Included)	Call for Rates				
COMPUTER LABOR					
Labor charge to setup computer (Min. charge is $125.00 per hr)	$125.00	$178.50			
Labor charge to network computer	Call for Rates				
PERIPHERALS					
Computer Speakers	$15.00	$21.50			
Plasma Speakers	$55.00	$78.50			
Wireless Keyboard	$15.00	$21.50			
Wireless Mouse	$15.00	$21.50			
25' VGA Extension Cable	$25.00	$35.70			
DVD+/-RW External Drive	$30.00	$43.00			
CD External Drive Writer USB	$25.00	$35.75			
PRINTERS **Include: Drivers, Manuals, Toner, & Cables (min. charge is 2 day rental)**					
HP Laserjet 4100 (incl. up to 1000 copies. Extra @ $0.20 each)	$191.75	$274.00			
HP Laserjet 4240N (incl. up to 1000 copies. Extra @ $0.20 each)	$224.25	$320.50			
HP Laserjet 4200N (incl. up to 1000 copies. Extra @ $0.10 each)	$243.75	$348.25			
Xerox or Brother Color Laser (incl. 250 copies. Extra @ $0.98 each)	$321.75	$459.75			
Brother All-in-One Color Laser w/Copier (incl. 250 copies. Extra @ $0.98 each)	$406.25	$580.50			
Other Laser models, Color Inkjets and Tektronix Phaser available	Call for Equipment and Pricing				

TECHNICAL SUPPORT AVAILABLE @ ADDITIONAL COST. PLEASE CALL FOR PRICING.

Delivery/Pickup (REQUIRED) Min. Charge for. Delivery is $100.00

Setup (REQUIRED) Min. Charge for setup is $125.00 (hourly chg)

NO CANCELLATION ALLOWED ON ALL ORDERS AFTER ADVANCE ORDER DEADLINE. IF ANY DO OCCUR, NO REFUNDS OR CREDITS WILL BE ISSUED.

EQUIPT TOT	$
MIN. DEL.CHG.	$ 100.00
MIN. SETUP CHG.	$ 125.00
SUB-TOTAL	$
4.712% EXCISE TAX	$
GRAND TOTAL	$

COMPANY NAME			ORDERED BY:		BOOTH #
STREET ADDRESS			CITY	STATE	ZIP CODE
PHONE NUMBER	EXTENSION	FAX NUMBER	EMAIL ADDRESS		
AUTHORIZED CONTACT SIGNATURE			AUTHORIZED CONTACT-PLEASE PRINT		DATE

This order is accepted with the understanding that fire, strikes, transportation problems, or any other mitigating factor out of ICES's control will release ICES from any legal obligation of performance. A finance charge of 1.5% per month (18% annum)applies to any balance due not paid within thirty (30) days of invoice date. All orders are governed by ICES Payment Policy and the Limits of Liability & Responsibility.

PACIFIC DIRECTCONNECT

High Speed Internet Services

Order Form

Mail or Fax to:
Pacific DirectConnect
1050 Bishop Street, #519
Honolulu, Hawaii 96813
Fax: (808) 548-0055

EVENT NAME		EVENT DATES	
EXHIBITING FIRM		BOOTH NUMBER(S)	
ADDRESS	CITY	STATE	ZIP
BILLING CONTACT	PHONE	EMAIL	
MAIN CONTACT ON-SITE	MOBILE PHONE	EMAIL	

PAYMENT BY CASH, MONEY ORDER, COMPANY CHECK, OR CREDIT CARD IN U.S. DOLLARS MUST ACCOMPANY THIS ORDER.

CREDIT CARD PAYMENT IS SUBJECT TO A 5% PROCESSING FEE

☐ CASH ☐ MONEY ORDER ☐ COMPANY CHECK payable to Pacific DirectConnect

☐ CREDIT CARD type: ___ VISA ___ Mastercard ___ AMEX ___ JCB

CARD NO. | | | | | | | | | | | | | | | | EXP. DATE | | | | |

PLEASE PRINT NAME	AUTHORIZED SIGNATURE	DATE

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS FOR SERVICES PROVIDED

ADVANCE ORDERS MUST BE RECEIVED WITH FULL PAYMENT OR CREDIT CARD AUTHORIZATION 15 DAYS PRIOR TO FIRST SCHEDULED MOVE-IN DAY.

		ADVANCE Order	FLOOR Order	ONE DAY ONLY Order	AMOUNT
Wired - BASIC (Private IP, DHCP)					
___ ea	CAT 5 line, RJ45 Ethernet Connection in Booth	$795.00	$995.00	$495.00	$ -
	▪ Shared Ethernet/NAT Service, Includes (1) Private IP Address (Hub and Patch cable not included)				
	▪ Servers/DHCP not allowed. Each additional device requires an additional IP address.				
Wired - PLUS (Public IP, DHCP)					
___ ea	CAT 5 line, RJ45 Ethernet Connection in Booth	$945.00	$1,045.00	$645.00	$ -
	▪ Shared Ethernet/NAT Service, Includes (1) Public IP Address (Hub and Patch cable not included)				
	▪ Servers/DHCP not allowed. Each additional device requires an additional IP address.				
Wired - PREMIUM (Private or Public IPs, DHCP or Static)					
___ ea	CAT 5 line, RJ45 Ethernet Connection in Booth	$4,995.00	$5,595.00	$2,995.00	$ -
	▪ DEDICATED 1.54Mbps Connection (T1), Includes (30) IP Address block				
	▪ Servers/DHCP not allowed. Each device requires an IP address.				
Wired - Options					
___ ea	Additional IP Address	$125.00	$125.00	$125.00	$ -
___ ea	Patch Cable Rental 25'	$25.00	$25.00	$25.00	$ -
___ ea	8 port 10/100 Hub Rental	$100.00	$100.00	$100.00	$ -
___ ea	Labor Rate for Data Services (per hour)	$60.00	$60.00	$60.00	$ -
Wireless (Private IP, 802.11 WiFi)					
___ ea	Exhibitor Wireless - 5 Day Duration - Per User	$250.00	$275.00	$150.00	$ -
	▪ Shared Ethernet, Includes (1) IP Address, Limited to designated areas only.				
Custom / Other					
___	_____				
___	_____				$ -

***Wireless Networking available

***Attendee Wireless Services - Provision 802.11 wireless shared access to attendees/guests. Purchased by Event Planner. Service is limited to designated areas only. Pricing on case by case basis.

TOTAL DUE $ -

PLEASE SUBMIT DETAILED FLOOR PLAN SHOWING DROP LOCATION IN BOOTH

Data Services Hotline - (808) 548-0033 (SD414)
dataservices@pdchawaii.com

HAWAI'I CONVENTION CENTER

SMG

Revised: 05/12

Pacific DirectConnect, Inc.
Terms of Service Agreement for Hawaii Convention Center

Pacific DirectConnect, Inc. (PDC) is the exclusive provider of Internet / Data Services within the Hawaii Convention Center (HCC) facility. This includes all exhibit halls, meeting rooms, exterior areas and temporary structures. All requirements of Internet / Data Services and labor to install, connect, repair of equipment or distribute lines are to be completed by PDC personnel or dually certified contractors.

1. Pacific DirectConnect, Inc. (PDC) is not responsible for lost or damaged equipment while in exhibitor possession.
2. All prices are rental only, material and equipment furnished by PDC for this service order shall remain PDC's property unless otherwise specified, and shall be removed ONLY by PDC employees or its representative at the close of the show.
3. Labor is charged in 1/2 hour increments (minimum charge is 1/2 hour). Labor rate is $60.00/hour.
4. Under no circumstances shall anyone other than PDC Technicians make any special wiring within the Convention Center. Delivery of ALL data transmission lines ordered from an outside vendor will only be allowed to the Demarcation Room at the Convention Center and must be pre-approved prior by PDC.
5. Use of any wireless equipment in HCC will not be allowed unless pre-approved by PDC management.
6. PDC will not be responsible for any cutting or altering of any floor coverings in order to bring service to a booth.
7. PDC reserves the right to require deposit for Network equipment prior to installation.
8. Credit will not be given for connections installed and not used.
9. Booth utilities are to be ordered by each exhibitor separately and are not to be shared with other exhibitors.
10. All equipment supplied to exhibitors is to be returned to PDC immediately at the close of the show unless other arrangements are made.
11. The exhibitor must file disputes concerning service with the PDC Management prior to the close of the show. PDC will resolve disputes in a timely manner.
12. Changes to original orders will require a service order to be signed by the exhibitor acknowledging receipt of service.
13. All exhibitor data services will be disconnected on the last day of the event, one hour after the official closing time.
14. Rates quoted for all services include bringing the requested Internet/Data Services to the booth in the most convenient manner and do not include special wiring, testing, over-head drops and/or special placement of Internet/Data services.
15. Notification of cancellation must be received in writing a minimum of fifteen (15) days prior to scheduled opening date. There will be a $50.00 processing fee for all refunds requested.
16. **PAYMENT POLICY** – PAYMENT IN FULL must be rendered on all orders when order is placed. NO EXCEPTIONS! No service order will be processed without full payment. Exhibitors with outstanding balances from prior shows must satisfy the payment requirement or services will not be provided. All order forms and payment in U.S. Dollars or credit card must be received 15 days prior to the exhibitor move-in day of show in order to utilize advance rate. The date received by PDC will determine the applicable rate. All charges incurred during the show must be rendered in full at the time of service. Any balance outstanding after the event closing will be charged to the exhibitor credit card. Unpaid balances are subject to 1.5% interest per month thereafter. If for any reason because of default on the part of the exhibitor it becomes necessary to engage an attorney, the exhibitor agrees to pay all cost, expenses, and the attorney's fees expended or incurred by PDC in connection therewith. PDC will not be responsible for strikes, accidents, fires, acts of terrorism or God, or delays beyond our control.
17. There is a $25.00 service charge on all returned payments.
18. Cash, company checks, money orders, and credit cards will be accepted for advance payment only. All service orders received after the 15-day advance deadline date will be required to pay by cash, credit card, certified funds or money order. Absolutely no checks after the 15-day deadline for advance orders.
19. All Internet connections must follow guidelines as established by PDC's authorized use policy.

Initial Acceptance _____
Date_____